REPORT RESUMES

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U.S. GOVERNMENT PUBLICATIONS, ACQUISITION, PROCESSING AND USE. PROCEEDINGS OF THREE WORKSHOPS (SACRAMENTO, MAY 12, 1966, BAKERSFIELD, MAY 17, 1966, ANAHEIM, MAY 19, 1966).
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THE CALIFORNIA STATE LIBRARY SPONSORED A SERIES OF 3 WORKSHOPS ON FEDERAL DOCUMENTS, ATTENDED BY REPRESENTATIVES FROM CALIFORNIA DEPOSITORY AND NON-DEPOSITORY LIBRARIES. TOPICS DISCUSSED AT THE WORKSHOPS INCLUDED--THE GENERAL IMPORTANCE OF FEDERAL DOCUMENTS, SEPARATE PAPERS ON THE ACQUISITION, PROCESSING AND USE OF FEDERAL DOCUMENTS, U.S. BUREAU OF CENSUS PUBLICATIONS AND UNPUBLISHED DATA, AND REPORTS FROM SPECIAL COMMITTEES ON ACQUISITION, PROCESSING AND USE. IN ORDER TO OBTAIN AS MANY POINTS OF VIEW AS POSSIBLE, THE PROGRAMS AT SACRAMENTO AND ANAHEIM WERE DIVIDED INTO A PUBLIC LIBRARY AND A COLLEGE-UNIVERSITY-SPECIAL LIBRARY APPROACH FOR THE PAPERS AS WELL AS THE COMMITTEE REPORTS. AT THE CONCLUSION OF THE WORKSHOPS IT WAS DECIDED THAT ANY DIVISION OF LIBRARIES IN THE FUTURE SHOULD BE BASED ON SIZE, WHICH SEEMS TO DETERMINE POLICY MUCH MORE THAN THE KIND OF COMMUNITY SERVED. THIS DOCUMENT IS ALSO AVAILABLE FREE OF CHARGE FROM THE GOVERNMENT PUBLICATIONS SECTION, CALIFORNIA STATE LIBRARY, P.O. BOX 2037, SACRAMENTO, CALIFORNIA 95809. (JB)

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U.S. GOVERNMENT PUBLICATIONS ACQUISITION, PROCESSING AND USE

Proceedings of Three Workshops

Sacramento, May 12, 1966
Bakersfield, May 17, 1966
Anaheim, May 19, 1966

Editors: Elizabeth Howes and Mary Schell

Sacramento 1967

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PREFACE

The staff of the California State Library embarked in 1966 upon the workshop approach to the vast field of U.S. Government publications. The first step the State Library took was to send out a questionnaire to the U.S. depositories in California to try to determine the areas of need and to ask whether these depositories wanted to have workshops.

The replies to this questionnaire were as varied as the size and kind of library responding. Most wished to have workshops. After tabulation of the results, it appeared that the beginning series of workshops would have to be very general in character. The libraries were searching for help in all three fields of acquisition, processing and use of Federal documents.

Since many non-depository libraries do acquire, process and use U.S. Government publications, it seemed fitting to invite all who wished to participate in workshops to do so.

The Kern County Library and the Anaheim Public Library graciously opened their facilities to the California State Library to hold meetings in these two areas of the State. The third area chosen was Sacramento, where the conference was held across the street from the State Library in the new Resources Building.

In order to obtain as many points of view as possible, the program at Anaheim and at Sacramento was divided into a public library and a college-university-special library approach to the three big topics of acquisition, processing and use of Federal documents. Greater audience participation was encouraged at all three conferences by the use of relatively small groups meeting in the afternoon.

At the close of each session the audience was asked to fill out a questionnaire on the usefulness of the day's program and to make suggestions for future workshops. One point was made clear. Any division of libraries should, in the future, be based on size. This seems to determine policy much more than the kind of community served.

The papers which follow reflect the thinking of many librarians throughout the state who gave generously of their time and knowledge to aid in the development of an understanding of U.S. Government publications.

SACRAMENTO WORKSHOP

May 12, 1966

PROGRAM
SACRAMENTO WORKSHOP ON U.S. GOVERNMENT PUBLICATIONS
Resources Building, 1416 9th Street
Thursday, May 12, 1966

9:00-9:30 Registration (Coffee and refreshments available in cafeteria on 8th floor)

9:30 Opening of Conference

Welcoming remarks - Mrs. Carma R. Leigh, California State Librarian
Greetings - Mrs. Phyllis I. Dalton, Assistant State Librarian
Announcements - Mrs. Elizabeth Howes, U.S. Government Publications Librarian, California State Library

9:50 Panel on Acquisition, Processing and Use of Publications (Each panel member will present an introductory talk followed immediately by questions from the audience; 15 minutes for each panelist)

Speakers:

- Acquisition - Public Libraries - Mr. Joseph De Vere, Contra Costa County Library
- Acquisition - College-University Libraries - Mr. Kent Stephens, Chico State College Library
- Processing - Public Libraries - Mrs. Alice Olsen, San Jose Public Library
- Processing - College-University Libraries - Mrs. Jeanne North, Stanford University Library
- Use - Public Libraries - Mr. George Farrier, Santa Clara County Free Library
- Use - College-University-Special Libraries - Mrs. Eleanor Engstrand, University of California, Berkeley, Library

Recorders for Questions to Panelists and for Afternoon Committees:

- Acquisition - Public Libraries - Mrs. Sharon Helmke, California State Library
- Acquisition - College-University Libraries - Miss Katherine Karpenstein, University of California, Davis, Library
- Processing - Public Libraries - Mr. Robert A. Leigh, Public Library of Stockton and San Joaquin County
- Processing - College-University Libraries - Mrs. Jovanna Brown, University of San Francisco Library
- Use - Public Libraries - Mrs. Gail Cousins, Colusa County Free Library
- Use - College-University-Special Libraries - Mr. John Liberty, Sacramento State College Library

11:45-1:00 Lunch

1:00-2:45 Six Committees Meeting Simultaneously on Acquisition, Processing and Use

- Acquisition Committee No. 1 - Public Libraries - Room 1603 - Leader: Mr. Donald McKie, Oakland Public Library
- Acquisition Committee No. 2 - College-University Libraries - Room 250 - Leader: Mr. William Treese, Yuba College Library

Processing Committee No. 1 - Public Libraries - Room 210 - Leader: Mr. Martin Zonlight, Santa Rosa-Sonoma County Free Public Library

Processing Committee No. 2 - College-University Libraries - Room 133 - Leader: Mr. George Magladry, Humboldt State College Library

Use Committee No. 1 - Public Libraries - Front of Auditorium - Leader: Mr. Joseph Morehead, San Francisco Public Library

Use Committee No. 2 - College-University-Special Libraries - Room 504-2 - Leader: Mrs. J.G. Mackin, Philco Corp. Library

2:45-3:00 Break

3:00-3:30 Summary by Recorder or Leader of Each of the Committees

3:30-3:45 *Summary of Meeting, by Miss Mary Schell,* Supervising Government Publications Librarian, California State Library

3:45-4:00 Closing Announcements

GOVERNMENT PUBLICATIONS: A SOURCE OF STRENGTH

Phyllis I. Dalton

Today when we are talking about government publications, we are talking about Federal publications. We are interested in not only Federal depository publications but also U.S. Government publications in the average library. A librarian must, to use government publications successfully, know the government and its agencies; a librarian must be aware of the vast variety and subjects of the publications; a librarian must know how to select and acquire publications; a librarian must know of the availability of publications. It is fine to be a librarian; to be a good documents librarian is also wonderful; and to be a good reference librarian who knows enough about documents to use them and to inspire others to use them is truly the greatest of excellence.

We have seen in California a steadily increasing interest in government documents of all kinds - Federal, state, county, municipal and foreign. Dr. Lowell Martin, in PUBLIC LIBRARIES EQUAL TO THE CHALLENGE OF CALIFORNIA, recognized the need for government publications in all levels of service. Miss Rae Elizabeth Rips, Chief, History and Travel Department, Detroit Public Library, and editor of the third edition of Anne Boyd's UNITED STATES GOVERNMENT PUBLICATIONS (New York, 1949) in a paper presented at the Government Publications Conference at Drexel Institute of Technology Graduate School of Library Science on May 13, 1965 stated:

> "If government publications are not the most useful and valuable category of printed materials found in libraries, they certainly rank near the top."

Our Government Publications Section is the largest in the State Library - it provides information, interlibrary loans, consulting service and a workshop program. I believe, as you go through the day, you will see more of the growth of the depository system in California. You may be interested in knowing that the California State Library as a complete depository received 13,989 pieces of U.S. depository publications in fiscal year 1964/65, exclusive of Congressional bills.

As standards are being revised in 1966, government publications are receiving marked attention. The California Library Association Documents Committee has been asked to prepare suggested standards for possible incorporation in the California Public Library Standards. The ALA Standards also recognize government publications.*

Why are we then having a workshop on government publications? One statement in Wheeler and Goldhor PRACTICAL PUBLIC LIBRARY ADMINISTRATION gives you a clue. They say "In many libraries documents are almost completely ignored primarily because of mere lack of time to keep up with their publication and to prepare and publicize them." We know we won't be able to answer all your questions but this is a beginning, and consulting can follow.

In closing, I should like to quote H.L. Mencken who said, "No man can get anywhere in this world, in any really worthy and endurable manner, without recourse to books," and when he said books, I am sure he included government publications.

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*Suggestions for revision include:

Community Libraries: The collection should include local documents with selected county, state and Federal publications.

Research Libraries: The library should be a depository for local, state and Federal documents plus selective acquisitions of United Nations documents.

Headquarters Libraries: The Library should be a complete depository for local documents and selective depository for county, state and Federal documents with sufficient duplicates.

ACQUISITION OF FEDERAL DOCUMENTS IN A PUBLIC LIBRARY

Joseph De Vere

The acquisition of Federal documents depends so much upon the size and the philosophy of service of a given library that it is extremely difficult, and probably not very helpful, to make generalizations about this function in public libraries.

Whatever the size and the nature of the documents acquisition program of a library, it should be according to a plan (just as, presumably, its general book acquisition program is) and it should be systemmatically carried out. The best way to carry out systemmatically a documents acquisition program is to centralize the function in a single person or department.

The single most needed acquisition tool, as far as public libraries are concerned, is a selected list of recommended documents--documents which should be held by all depository libraries. Such a list ideally would be prepared by the Superintendent of Documents, and the holding of all items on it made a condition for depository status. Since this hardly seems imminent, the State Library should take the lead in promoting and producing such a list. A list of this nature would serve to set a minimum standard for depository collections throughout the State. At the same time, it would be a valuable selection guide for the small non-depository library.

The acquisition of duplicate copies presents a problem, especially for county libraries. To some extent, at least, this problem might be solved by having branches request their own copies, often free for the asking.

Microforms offer an alternative and a solution to some of the acquisition problems of Federal documents. Public libraries should seriously consider them.

ACQUISITION OF FEDERAL DOCUMENTS FOR COLLEGE-UNIVERSITY-SPECIAL LIBRARIES

Kent Stephens

The passage by Congress on August 9, 1962 of Public Law 87-579, more commonly known as the Depository Library Act of 1962, resulted in the designation of 127 new depository libraries under its provisions. Of this number, 87 were college or university libraries, an indication of the increasingly important part which U.S. Government publications are attaining in the collections of institutions of higher learning and the greater demand for them by faculty and students alike. The Superintendent of Documents expected to distribute over 6 million publications to the 792 depositories during 1965,[1] but this flow of materials represents only a portion of the total publishing program of the U.S. Government.

There are several misconceptions concerning depository libraries and government publishing in general. One is that a library may be designated a "partial depository." All depositories in reality must be "selective depositories" under the depository law, and a "partial depository" simply is a library which does not select all of the publications on the LIST OF CLASSES OF UNITED STATES GOVERNMENT PUBLICATIONS AVAILABLE FOR SELECTION BY DEPOSITORY LIBRARIES.[2] The selective principle dates back to 1922 and resulted from pleas from smaller libraries that were being flooded with government publications. In 1956 a survey by a Congressional committee found that among responding libraries about one-half were taking less than half of the publications available on the depository list, and 91 depositories were receiving less than one-fourth of the available publications.[3]

Another common misconception is that depository libraries are offered all government publications for selection. In truth, with very few exceptions, only those publications which are printed by the Government Printing

Office are available for selection by depository libraries. A library choosing all publications available would currently receive over 12,000 publications a year, but about $100,000,000 worth of printing is done each year outside of GPO.[4] This non-GPO printing constitutes a major problem in the acquisition of government publications by research libraries, although a small start is now being made in supplying depository libraries with non-GPO publications of two agencies in conformance with requirements written into the Depository Library Act of 1962.

Non-GPO publications form probably the most frustrating and difficult class of government documents in terms of acquisition. They may be obtained in four different ways:

1. Writing directly to the issuing agency
2. Selection under the Depository Library Act of 1962 (very limited at this time)
3. Subscribing to the Documents Expediting Project
4. Subscribing to the Readex Microprint edition of non-depository items listed in the MONTHLY CATALOG

Acquisition from the issuing agency is a time-consuming chore, and since regular receipt of a series or an annual report is uncertain, a regular follow-up is necessary. A step toward the regular receipt of non-GPO publications has been made by the Depository Library Act which requires that publications produced outside GPO be made available to depositories. Sections 1 and 5 provide that agencies, upon request of the Superintendent of Documents, will increase the number of copies of publications to be printed to supply the Superintendent of Documents with sufficient copies to distribute. The cost of printing and binding these publications which are distributed to depository libraries, when obtained elsewhere than the Government Printing Office, is borne by the issuing agency. Classes of publications excluded are: "those determined by their issuing components to be required for official use only, or those required for strictly administrative or operational purposes, which have no public interest or educational value, and publications classified for reasons of the national security."[5]

There are a number of problems that create doubt that this provision will ever be implemented. First among them is the provision that the agency pay for the printing. It appears that printing done by GPO is far more costly than printing by departmental and field plants. The difference does not result from GPO inefficiency, which runs one of the most efficient printing plants in the world, but because most GPO printing is done by letter press, which is designed for long printing runs. Most of the departmental publishing is by "near print" or processed, which, although limiting in number or copies, is far more economical for short printing runs. According to the Joint Committee on Printing of the U.S. Congress, a study made in 1963 found that there were over 340 printing plants outside the Government Printing Office, of which 53 were located in the District of Columbia and 294 were field plants.[6] In addition to the output of these plants, government agencies may, under certain conditions, contract printing to commercial firms.[7] A 1962 report during the Depository Library Act hearings estimated that 60 to 65% of government printing is non-GPO.[8] With most agency printing budgets limited, the very economics of the situation forces much of the printing to be routed away from GPO regardless of the public value of the publication involved.

Secondly, the distribution of non-GPO publications through the depository program may not be implemented because of the sheer cost of such a program. In 1963 the Superintendent of Documents requested $175,000 for implementation. The hearings on this request brought out the concern of the members of the House Appropriations Committee about the ultimate cost of distribution of non-GPO publications, which was estimated at $2 million. The

Committee rejected the request and suggested that the Superintendent of Documents continue exploratory discussions with various agencies. Acting upon this recommendation, the Superintendent ceased efforts to develop a comprehensive distribution program and started an individual approach, agency by agency, to make publications available as funds permit. A request was submitted to the Committee in 1964 for $57,000 for distribution of non-GPO publications of the Department of the Interior and the Bureau of the Census. Despite some reservations, the request was approved by the Committee.

The number of non-GPO publications is another roadblock to their distribution. Under the pilot program, 2,128 publications of the Department of the Interior were identified as of sufficient value to be added to the depository list. Based on the selection of similar Department of the Interior publications that had been printed by GPO, an estimate was made that 413 libraries would select the material for a total distribution of 878,864 copies. Of the Bureau of the Census publications, 1,655 were identified as being of value and an estimate made that they would be selected by 517 depositories, for an annual distribution of 872,185 copies. Total annual distribution for just one department and the bureau of another would be 1,751,049 copies, which is 30% of the number of GPO publications distributed to depository libraries in 1963. The output of these two agencies is very small when compared to the Department of Agriculture, or to military and space agencies' publishing.[9]

That non-GPO publications have considerable value is demonstrated by the efforts which have been made to obtain them. The Documents Expediting Project began operations in June, 1946, under the sponsorship of the Joint Committee on Government Publications of the Association of Research Libraries, the American Library Association, the American Association of Law

Libraries, and the Special Libraries Association. The Library of Congress administers the Documents Expediting Project under contract with the Joint Committee on Government Publications, The Documents Expediting Project offers a threefold service to its subscribers. First is "the identification, procurement, and distribution of documents which are not ordinarily available through mailing lists, sales distribution, or blanket requests." Secondly, a member library can place through the Documents Expediting Project its subscriptions to unpriced agency serials which eliminates the correspondence with individual agency offices. The third part of the service is filling special requests for items, either those which "come within the categories of materials regularly handled by the Project, or which are out of print in regular agency or GPO sales channels."[10] During fiscal 1964, the Project was able to fill 84% of the requests with the wanted material, which amounted to 41,000 publications. For an additional 4% they supplied information as to the source of supply, and the remaining 12% were publications which could not be immediately located, and were placed on file for further search.[11] Our experience with special requests to the Project from Chico State College Library is similar; over 75% have been filled.

From an initial 33 participating libraries in 1946, the Project now has grown to over 100. Subscription rates range from $150 to $500 per year plus a flat rate of $25 for postage.

A more comprehensive effort at making non-GPO publications available is the program of the Readex Microprint Corporation. Beginning with the January, 1953, issue of the MONTHLY CATALOG, a microfacsimile copy has been made of each non-depository publication received by the Documents Office for listing in the MONTHLY CATALOG. This involves sending one copy of each publication received by the Documents Office to the Library of Congress Photo-Duplication Service, which films the publications on a camera supplied by Readex, and charges a fee for each printed page. The film is then processed by Readex, the microprint copies produced and sold. The distribution unit is one issue of the MONTHLY CATALOG. There is no distribution of separate publications, only the contents of an entire issue.

The Microprint edition is arranged by the entry number of each MONTHLY CATALOG, thus the MONTHLY CATALOG serves as the index to the Microprint edition. In addition, Readex supplies, free of charge with each subscription, two sets of catalog information cards which contain Library of Congress established author entries for all U.S. Government agencies and serve to direct readers to the Microprint edition. Cost of this service currently is $2,500 per year.

Readex has also filmed all U.S. Government depository publications from 1956, which are available at $3,000 per year. Especially useful for specialized collections is the Readex Microprint edition of separate units which is available starting in 1958. "A Separate Unit combines all Depository and Non-Depository publications of an issuing agency entered in the MONTHLY CATALOG OF UNITED STATES GOVERNMENT PUBLICATIONS during the calendar year, as well as the agency's periodicals and subscription publications which are listed in the Appendix to the MONTHLY CATALOG in the February issue... [and] all important releases."[12] Separate Units includes over 60 agencies and 4 independent serials.[13] The price is very reasonable and obtaining an agency's depository and non-depository publications in Microprint form is undoubtedly the most economical way possible. One of the most inexpensive is the Children's Bureau at $10.00 per year. The Department of Agriculture unit is priced $150.00 per year for 1958-62 and $225.00 per year for 1963-66. The Department of State is $75.00 a year, the Department of the Interior is $20.00 a year, and the National Aeronautics and Space Administration is currently $175.00 per year. By far the most expensive of the Separate Units is the Congressional Hearings and Committee Prints, currently at $950.00 per year.

Recent government publications printed by GPO may be secured in a variety of ways. Many publications are obtainable gratis either through writing to your Congressman or to the issuing agency. There are two directories through which names and addresses may be secured, the U.S. GOVERNMENT ORGANIZATION MANUAL and the OFFICIAL CONGRESSIONAL DIRECTORY.

Publications may also be purchased from the Superintendent of Documents by one of three ways:

1. Coupon
2. Money orders or the equivalent
3. Establishment of a deposit account

Coupons with a value of five cents each may be purchased in blocks of twenty from the Superintendent of Documents and the appropriate amount sent with each order. For amounts less than a dollar, this system is very useful. A library may establish a deposit account with the Superintendent of Documents by forwarding cash sums in advance of purchase and maintain a credit balance in excess of purchases. Once the deposit account has been established, items can be ordered with a request to charge the account.

There are several sources for historical or out-of-print documents:

1. Dealers
2. Exchange lists issued by libraries
3. United States Book Exchange
4. Documents Expediting Project
5. The issuing agency
6. Various forms of microfacsimile

Acquisition through dealers is not too satisfactory, especially for a library that wishes to obtain one or a few issues of a serial publication. When a government publication is listed in a dealer's catalog, it is usually a long run of a series, or a partial set. Buying an entire set to obtain only parts of it is expensive. Some dealers do have odd issues, but these are frequently aimed at the collector with the corresponding price. A plea was made by Catherine Maybury in her article "Dealers and Documents" for a "bigger and better dealer in out-of-print government documents." A dealer is needed who will handle everything from a complete set to odd issues, whose entries in a catalog are adequate, who has a large enough volume of business to keep his prices within reason, and who is willing to purchase the duplicates that libraries no longer want to keep.[14] One firm which does have a good stock, and which indicates that it will take duplicates, is the Luther M. Cornwall Company, an affiliate of Central Book Company.

Disposition of duplicates or no longer wanted documents is another problem for libraries. Since most dealers show no interest, disposal must either be by trade or by giving them away. To be given away they must be listed on an exchange list.[15] When they are listed, they are frequently included with a list of books and periodicals. The help that compiles this list is usually untrained in making government document entries and the requesting library ends up receiving some duplicates with the usable material. The exchange system itself is far from satisfactory. Since requests are filled in order of receipt, a West Coast library has little chance of securing what it desires from an eastern library.

The United States Book Exchange, located in Washington, D.C., effective with List No. 65-85, August 1, 1965, started an experimental subject arrangement in its lists of available U.S. Government periodicals. Its definition of a periodical is broad; it includes annual reports and papers in series for such departments as Agriculture and Interior and the Smithsonian Institution.[16] A requesting library faces the same difficulties as with an exchange list. Requests are filled in order of receipt prior to a deadline for each list. If there is only one set of a title available, libraries in the East have an advantage over those on the West Coast. Our experience at Chico has been that we have received less than 30% of our requests of general (non-governmental) periodicals. Since most of our United States Book Exchange requests have been for general periodicals and not government publications, I cannot say what percentage might be obtained, but we were successful in obtaining a long run of TECHNICAL BULLETINS of the Department of Agriculture several years ago.

I have already mentioned the search service offered by the Documents Expediting Project to member libraries, which we have used with considerable success, although we have had a number of request slips returned checked "out-of-print."

Some governmental agencies maintain a large back stock of their publications. Chief among these is the Smithsonian Institution. Another is the Geological Survey. Other agencies retain very limited back stocks.

Increasing numbers of governmental publications are becoming available in microform. Many serials such as the FEDERAL REGISTER, CONGRESSIONAL RECORD, ANNALS OF CONGRESS, and OFFICIAL GAZETTE are either completely or partially available in various forms of microfacsimile. The AMERICAN STATE PAPERS (1789-1838) and the U.S. SERIAL SET (15th to the 47th Congress, 1817-1883) are available in Microprint from the Readex Microprint Corporation.[17] A useful guide for determining which series are available is the

GUIDE TO MICROFORMS IN PRINT issued annually by Microcard Editions, Inc., Washington, D.C. A check of the 1966 edition disclosed a 4½ page listing under "U.S." Depository libraries are now allowed by the Superintendent of Documents to substitute a microfacsimile edition for permanent retention in place of the original received on deposit. The depository publication then can be disposed of after asking the regional depository for directions regarding the disposition.

REFERENCES AND NOTES

1. Buckley, Carper W. "The new depository program and college libraries," COLLEGE & RESEARCH LIBRARIES, January 1965, pp. 17, 70.
2. Buckley, op. cit., p. 17.
3. Brock, Clifton. "Implementing the depository law," LIBRARY JOURNAL, April 15, 1965, p. 1826
4. BBuckley, op. cit., pp. 17, 70.
5. Brock, op. cit., p. 1825.
6. Brock, op. cit., p. 1826
7. Control of the departmental and field printing plants is vested in the Congressional Joint Committee on Printing.
8. Brock, op. cit., pp. 1828-30.
9. Ibid.
10. U.S. Library of Congress. DOCUMENTS EXPEDITING PROJECT.
11. U.S. Library of Congress. ANNUAL REPORT OF THE LIBRARIAN OF CONGRESS FOR THE FISCAL YEAR 1964, p. 7.
12. READEX MICROPRINT PUBLICATIONS, 1965-6, p. 54.
13. "All but six represent government agencies with individual listings in the Monthly Catalog. The remaining six units are: House and Senate Bills, Congressional Hearings and Committee Prints, Congressional Record, Catalog of Copyright Entries, Federal Register, and the Patent Office Official Gazette." Ibid.
14. Maybury, Catherine. "Dealers and documents," LIBRARY RESOURCES & TECHNICAL SERVICES, Spring 1962, p. 185.

15. The Duplicate Exchange Union is administered by the Research & Technical Services Division of the American Library Association.

16. United States Book Exchange. "New departures in listing," NEWSLETTER, July 1965, p. 2.

17. The price for the entire set is $7,260.

PROCESSING OF FEDERAL DOCUMENTS
SUMMARY OF TALK

Alice L. Olsen

San Jose Public Library is not a full or a partial Federal depository, but it is a partial depository for California documents. It also receives many county and municipal documents.

Due to a very limited staff for handling documents, the San Jose Public Library needed a system that would be useful for all documents and one in which publications could be handled quickly and easily, thus making them available to the public as soon as possible.

The system is basically simple. The library "Cutters" by subject, and does full cataloging, giving bibliographic details. There is a thirty-drawer documents catalog which is available to the public. For San Jose's purposes it is a very workable system. Serials can be handled by a trained clerical, if necessary, allowing more time for a professional to catalog other documents, being especially careful to include secondary entries and being liberal with subject headings and cross references.

Many other documents are cataloged for reference, for Californiana, or for the circulation department by the regular catalog division which uses the Dewey classification.

(Mrs. Olsen brought with her examples of the cards used in the San Jose Public Library.)

USE OF FEDERAL DOCUMENTS IN A PUBLIC LIBRARY
SUMMARY OF TALK

George Farrier

In discussing the use of U.S. documents in public libraries, Mr. Farrier urged librarians to *take a fresh look* at documents from the standpoint of *use by the public*.

In terms of use most documents are books except for format. Because librarians as well as the average patron think in terms of subject rather than agency, documents should be organized by subject. Leaflets or unbound pamphlets can be shelved in Princeton files under a general subject in the same sequence as books; e.g., a book, then a Princeton file, then more books.

Since in most libraries patrons do not make much use of documents even though they are an invaluable source of current information, librarians are obligated to *promote their use*. Success will depend upon the librarian's ingenuity.

Mr. Farrier offered numerous ideas for implementing the use of documents, among which were many provocative suggestions:

1. Include documents in subject lists of new acquisitions.
2. Display new documents with new books.
3. Make bulletin board displays using maps and documents.
4. Instead of spending money to catalog ephemeral materials on subjects of current popular interest, give them away, making sure that your administrator first understands the public relations value of this.
5. The librarian should look over the content of documents as frequently as he does books.
6. The kind of cataloging system selected should be chosen in terms of the needs of patrons served.
7. Librarians should take a *new look* at how documents are selected, processed and used. After discovering a fresh approach, they need to put it into action.

8. The hope of the future is undoubtedly data processing. Just think how wonderful it will be to submit your question to an intelligent robot and receive an appropriate answer in print which you can take home for keeps.

QUESTION: How can you find documents arranged by subject matter, if patrons request them by agency? (The question referred specifically to students from a junior college, whose instructors had listed references by agency.)

ANSWER: Mr. Farrier questioned the need for such a scholarly approach. He affirmed that most students are not scholars. Nevertheless, he stated that the system of cataloging chosen should be geared to the needs of the majority of the persons served.

A BIRD'S EYE VIEW OF U.S. BUREAU OF THE CENSUS PUBLICATIONS AND UNPUBLISHED DATA

Outline of Talk Distributed to All Attendants

Eleanor Engstrand

I. Lists and indexes

CATALOG OF UNITED STATES CENSUS PUBLICATIONS, 1790-1945.
Compiled by the Library of Congress. Census Library Project.

CATALOG, 1946-
Issued by the Bureau of the Census; quarterly with monthly supplements and an annual cumulation. $1.75 a year.

II. Recurrent Censuses

Census of Agriculture, 1840-

Census of Business, 1929-

Census of Governments, 1850-

Census of Housing, 1940-

Census of Manufacturing, 1810-

Census of Mineral Industries, 1840-

Census of Population, 1790-

Census of Transportation, 1963-

III. Current reports -- see the CATALOG but especially note

CURRENT INDUSTRIAL REPORTS (formerly Facts for industry)

CURRENT POPULATION REPORTS (Series P)

FOREIGN TRADE REPORTS (Report FT)

IV. Special Publications

STATISTICAL ABSTRACT OF THE UNITED STATES. Annual 1878-

HISTORICAL STATISTICS OF THE UNITED STATES, COLONIAL TIMES TO 1957;
------CONTINUATION TO 1962 AND REVISIONS.

COUNTY AND CITY DATA BOOK. 1949-

V. Unpublished Data

Genealogical records - microfilm copies of the original census schedules now in the National Archives. Listed with prices in

U.S. National Archives. LIST OF NATIONAL ARCHIVES MICROFILM PUBLICATIONS. 1966.

Unpublished data available from the Bureau of the Census. See description in the Census CATALOG.

REPORT OF ACQUISITION COMMITTEE NO. 1 -- PUBLIC LIBRARIES

Leader: Donald McKie
Recorder: Sharon Helmke

The acquisition problems of large and small public libraries are completely different. Those of the large public library tend to converge with those of the large university library. Acquisition of current materials for the large library is generally no great problem. The chief difficulty is in acquiring out-of-print material. The small public library has problems in acquiring non-GPO publications and in discovering sources for government publications. It needs information on how to acquire lists of available materials from the many agencies of the Federal government.

The small depository library has the use of the list of depository items to help in learning of the many publications currently being issued. The small non-depository library does not hear of available materials nor does it have regular channels for acquiring them. The headquarters unit of a regional system might do well to become a selective depository library, if possible, for U.S. and California materials and thus serve its branches with a central collection. It can also let the branches know of newly published material.

Sources for U.S. documents other than deposit or purchase from the Superintendent of Documents were discussed. The smaller libraries were pleased to learn that they can write to the issuing agency for publications. Many of these are available free. A small library might be interested in a contract purchase arrangement with such companies as Vertical File Service of Denver or Bernan of Washington. These firms provide their clients with lists of current documents; libraries check the items they want; the company then sends them, rendering bills at intervals. Bernan handles mostly continuations, and requires a minimum yearly order of one hundred dollars.

A similar service, the Documents Expediting Project, provides hard-to-get or very limited materials on a contract basis. Its services would be of interest to the large libraries.

In summary, the chief value of the committee discussion was the exchange of ideas. From this exchange, there appeared a general realization that for future sessions more benefit would be derived if the libraries were grouped according to size - large, medium, small - rather than type.

REPORT OF ACQUISITION COMMITTEE NO. 2 - COLLEGE-UNIVERSITY-SPECIAL LIBRARIES

Recorder: Katherine Karpenstein

In the absence of the leader, Mr. William Treese, of Yuba College Library, Mr. Kent Stephens, Mrs. Elizabeth Howes and the recorder led the discussion. The following topics dealing with acquisition of U.S. Government publications were discussed.

Writing to one's Congressman for items should not be overlooked. He can obtain Congressional bills in multiple copies, when required, a service which is limited in the Congressional Bill Room to three copies each. He can sometimes obtain committee prints difficult to acquire if you are not a subscriber to the Documents Expediting Project. A Congressman also has a certain number of Department of Agriculture publications available for distribution, a list of which can be obtained by writing to the Department. He is a good source for copies of the Department's YEARBOOK, for example. One library has found its Congressman very helpful in arranging to receive Department of State non-GPO series which it had been unable to get by direct request.

The major problem of acquisitions, however, concerns obtaining out-of-print items and filling in back files of sets. The following dealers were suggested by librarians in the committee as sources:

Mr. Samuel Ward, La Plata, Maryland, has the largest stock. Expensive but reliable.

W.H. Lowdermilk & Co., 1418 F Street, NW, Washington, D.C., also has a large stock. Expensive but reliable.

Mr. James C. Howgate, Star Route, Rotterdam Junction, New York. Formerly a good source. Now deceased and his successor recently replied to an inquiry: "No longer handling documents."

Mr. F.N. Bassett, 722 North Orange Drive, Los Angeles, California. Fair prices, but deals only in geology and related scientific titles. Does not answer inquiries about single items unless he has the title in stock.

Geologic Book Center, Lakeview, Connecticut. U.S. Geological Survey publications.

The Luther M. Cornwall Co., (associated with Central Book Co.), 850 DeKalb Avenue, Brooklyn, New York. No longer handling any but legal titles.

P. and H. Bliss, Middletown, Connecticut. (Issues no lists; in the past the firm has handled government publications, but no one in the group had had recent correspondence with Bliss.)

Mr. Wendell P. Hammon, 20200 Hill Avenue, Saratoga, California.

Mr. William Bledsoe, P.O. Box 763, San Carlos, California. Will search for o.p. items.

J.S. Canner & Co., Inc., 49 Millmont Street, Boston, Massachusetts. Handles U.S. Geological Survey titles, as well as long runs of other materials. Not good for single items except U.S.G.S.

There are four dealers recommended for legal government publications:

R. Wayne Stevens Law Books, Inc., 2023 NE 15th Avenue, Portland, Oregon 97212

Mr. Harry B. Lake, 339 Kearney Street, San Francisco, California. 94108

Fred B. Rothman & Co., South Hackensack, New Jersey

Joseph M. Mitchell Co., 5738 Thomas Avenue, Philadelphia, Pennsylvania 19143

For reprints of Census publications:

Reprint Co., 154 W. Cleveland Park Drive, Spartansberg, South Carolina 29303

The usual reprint sources for sets are Kraus, Johnson Reprint, Bell & Howell, and University Microfilms. Kraus and Johnson also quote on backfiles.

The question of acquiring an Army Map Service collection, and Army Map Service maps in general was discussed. The AMS set can only be obtained by being placed on a waiting list, in the hope that a library which now has a set may wish to relinquish it. There are no sets left for distribution on any other basis. The purchase of some Army Map Service maps is possible, but the list of presently available maps is small. The AMS will send a list on request. The address is: Commanding Officer, Army Map Service, Attn. Code 6230, 6500 Brooks Lane, Washington, D.C. 20315.

Rand publications are not considered government publications in many libraries. Some are sold directly, some through the Clearinghouse for Federal Scientific and Technical Information, and some are distributed on request. Obtaining the latter is somewhat dependent upon the extent of the contracts which an institution has with the Department of Defense. A list of present depository libraries is printed in each "Selected Rand Abstracts." An index of Rand publications and their selected abstracts are available without charge. The address is: 1700 Main Street, Santa Monica, California.

The subject of acquiring other government research reports brought forth the disheartening remark that if you are already presently on a distribution list for a series, you are likely to be continued, but to get on a list at this time is very difficult. Libraries, as such, are not often entitled to be placed on mailing lists. Libraries not designated as one of the eleven central depositories are expected to borrow these reports from the nearest depository, or buy them if needed for retention, from the Clearinghouse (the former OTS).

For continuing subscriptions for serials available through GPO, use Bernan Associates in Washington, D.C. They are prompt, accurate, and dependable. They charge list price only; however total volume of subscriptions must be at least one hundred dollars a year.

REPORT OF PROCESSING COMMITTEE NO. 1 - PUBLIC LIBRARIES

Leader: Martin Zonlight
Recorder: Robert Leigh

Because of the needs of the libraries involved, expressed in many questions, the committee spent as much time on problems of acquisition and use as on problems of processing. The acquisition problems of smaller libraries were emphasized, since the librarians have less time and money to spend. In choosing documents a library should take into consideration not only the specific needs of its users but also the resources of other libraries nearby.

Smaller libraries, especially non-depositories, treat documents like any other material: periodicals are kept as such, most pamphlet-size documents are kept in subject vertical files, and large monographs are cataloged for the book collection. In many cases, certain types of material receive special treatment, for example, a separate file of annual reports of agencies, an open shelf collection of recent Congressional reports and hearings.

As document collections grow in size they are more likely to be given separate processing. One medium-size library uses its own simplified classification system, and keeps a separate card catalog for the documents. Several libraries use the Documents Office Classification numbers. One large depository using the Documents Office Classification numbers files the catalog cards in its general catalog. Another large depository which formerly cataloged all its documents in the Dewey system has switched to Documents Office Classification to save time and money.

There was general agreement that smaller libraries would be interested in having a larger agency do brief cataloging of documents and supply unit cards.

The best way to promote use of documents seems to be through the public card catalog. Documents listed in the catalog, especially by subject entries, are much more easily found and used than documents retrieved only through indexes such as the MONTHLY CATALOG or through reliance on a librarian with a phenomenal memory.

Committee members favored holding regional training courses in the acquisition and use of documents, particularly for the benefit of librarians of smaller depositories and non-depositories. Librarians must gain familiarity with documents and understand their great potentialities in order to promote more widespread use by the public.

REPORT OF PROCESSING COMMITTEE NO. 2--COLLEGE-UNIVERSITY-SPECIAL LIBRARIES

Leader: George Magladry
Recorder: Jovanna Brown

The discussion of technical reports brought out the fact that Stanford University Library is now keeping a report collection and that U.C., Berkeley, is a report center.

The use of the Superintendent of Documents classification scheme for classifying U.S. Government publications was briefly discussed.

Discard policy. How can one tell what supersedes what without having to read the whole document? Andriot's GUIDE TO U.S. GOVERNMENT SERIALS & PERIODICALS often tells which publications are of permanent value. The problem of duplicate copies can be tremendous. For example, the policy at U.C., Berkeley, does not allow listing of these duplicates for exchange, etc. These duplicates are given to other campuses and the remainder go to the Gift Division to be given away or pulped. There should be a regional distribution center for duplicate documents.

Cataloging. There is an investigation underway at U.C., Davis, of a plan to centralize the brief cataloging of monographic titles of U.S. Government publications. There would be no shelving designation on the card. This would save individual campuses from each doing descriptive cataloging. Questions were asked: "How many monographic titles are received each year on deposit? Are statistics kept? Could all the libraries agree on an entry? The important question seemed to be what changes will occur when machine readable tape comes into general library use.

The question of whether it is important to take monographs from the document collection and catalog them was discussed. If librarians are educating the public to use the government documents department, why remove some of the titles?

While a large library, like U.C., Berkeley, has removed the referral cards from the public catalog because they cannot be adequately maintained, a new depository library, University of San Francisco, has just put such cards into the catalog. Should the document department maintain a separate catalog? Some members of the committee felt strongly that everything should be represented in one catalog, i.e., the main public catalog.

Binding. The question was brought up concerning binding of revised numbers. The only way to handle this problem is to bind revised publications in numerical order; to attempt to re-bind with revised numbers put with the original edition would be almost impossible. Of course, a spring binder would make this possible. The discussion turned to more general matters of what to bind, the problems of series, and what is a count of volumes when varying binding policies are used.

Bibliographical aids for government publications. Are these adequate? The situation has improved with the indexes for the research and development reports. On the other hand, the JPRS indexes are very difficult to use. The usefulness of the JPRS index depends upon which microform edition is utilized. Would the MONTHLY CATALOG be improved if data processing were applied to it? What about a KWIC index? Opinion was that the latter would be useless because of the confusing titles given U.S. Government publications.

Documents numbers for older publications. The practical problem was raised of locating the document number of older publications. Two helpful sources are: Poole, Mary Elizabeth, DOCUMENTS OFFICE CLASSIFICATION TO 1958, and the same author's DOCUMENTS OFFICE CLASSIFICATION NUMBERS FOR CUTTERED DOCUMENTS, 1910-1924, both issued by University Microfilms, Inc., Ann Arbor, Michigan. Another way of obtaining this important information is correspondence directly with the Superintendent of Documents.

Space problems of U.S. Government documents collections. The only answer to this is microforms. For example, U.C., Berkeley, gets the FEDERAL REGISTER, JPRS, U.S. OFFICIAL GAZETTE and other titles in microform editions. The point was raised that libraries must be careful about the source of their microforms. Some micro-copying is quite poor in quality and often deteriorates.

Secondary entries. The meeting was adjourned after a brief discussion of the importance of secondary entries for documents, particularly monographs. For example, the U.S. Department of Labor publication, THE NEGRO FAMILY, is referred to as the "Moynihan Report." There should be some way of leading the patron from the popular title to the official entry.[*]

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[*] Since this meeting was held the Library of Congress has issued POPULAR NAMES OF U.S. GOVERNMENT REPORTS: A CATALOG, compiled by Donald F. Wisdom and William P. Kilroy.

REPORT OF USE COMMITTEE NO. 1 - PUBLIC LIBRARIES

Leader: Joseph Morehead
Recorder: Gail Cousins

QUESTION: What kinds of documents collections are in the libraries represented in this committee?

ANSWER: The majority have non-depository documents collections. These libraries buy documents only as needed.

QUESTION: Who uses the U.S. documents?

ANSWER: The greatest users are, by order of frequency:

1. High school students
2. College students
3. Institutions
4. General public

The point was made that school assignments today are extremely sophisticated. Mr. Morehead ventured that high school students are doing research of such a demanding nature that many of us might have flunked before reaching college, if such demands had been made upon us.

QUESTION: Are documents circulated?

ANSWER: In San Francisco documents are treated as books. Formerly they were all circulated freely. The present policy is to treat single bound copies as reference, keeping them for library use. Unbound volumes are circulated only to institutions. Out-of-print volumes are also kept for library use only.

QUESTION: How can we best serve branch libraries?

ANSWER: Treat documents as books. Have branch libraries participate in their selection. List new documents added with new books. Try to obtain duplicate copies for branches to meet the local needs.

QUESTION: How can we quickly retrieve ephemeral material?

ANSWER: Retrieval can be by subject, if documents are filed under broad subject headings. Pamphlet boxes, if used, must be weeded periodically. Full cataloging of ephemeral material is hard to justify. However, as you take more short cuts, you reduce the likelihood of retrieval. The dilemma is that you must rely on full cataloging, which is extremely costly, or on documents experts, also costly.

An alternative to subject cataloging is classification by document number. It was suggested that document numbers be printed at source. This is the practice for UNESCO and other United Nations publications.

Mr. Farrier reemphasized that the retrieval system we select should depend upon our clientele. He argued that we spend too much money on too few. We need to think of the entire public we serve.

QUESTION: What indexes to documents are available?

ANSWER: Documents indexes are still in the dark ages. The most valuable tool for librarians is the MONTHLY CATALOG, which has an annual subject index. A cumulative decennial index for 1951-1960 is supposed to be in the making. Agency price lists are probably the best aid available for public use. Other valuable indexes are the VERTICAL FILE INDEX, PAIS, and the free selected lists of the U.S. Government Printing Office. It was suggested that libraries get on the mailing lists of individual governmental agencies.

QUESTION: How do you solve storage and disposal problems?

ANSWER: If you are a depository for U.S. Government publications, you must keep all depository items a minimum of five years. This can require a tremendous storage capacity. According to Mr. Morehead, the best answer for the future is microforms.

QUESTION: How can we make further use of documents?

ANSWER: The bulk of current materials needed in a library are in non-book form. Making people aware of documents is a problem in some communities. It is apparent that to improve library services new skills must be applied to further the use of non-book materials. Patrons don't care about format. The answer to the future here seems to be data processing.

REPORT OF USE COMMITTEE NO. 2 - COLLEGE-UNIVERSITY-SPECIAL LIBRARIES

Leader: Alyce Mackin
Recorder: John Liberty

The meeting of the committee on the use of government publications in college, university, and special libraries may have served to generate more questions than "final" answers. Meeting under the leadership of Alyce Mackin, Philco Corporation librarian, the session opened with an attempt to define the concept of use. The members of the group suggested that the use of government publications may be considered in at least four ways: (1) use by the individual patron, (2) use by the librarian in assisting patrons, (3) popular or general use as opposed to research use, and (4) local versus interlibrary loan use. Each category of use poses its own particular problems.

It was recognized that the amount of use being made of documents will depend not only upon the type of physical arrangement and services provided within a given library, but also upon the number, nature, and proximity of other libraries within the same geographic area.

A question was raised regarding the circulation of valuable government publications to faculty members who might retain them for excessively long periods of time. Although this is an endemic problem in academic libraries, it was hoped that requiring the return of such items periodically for "renewal" might lessen the danger of permanent loss of the material.

The problems involved in the circulation of depository documents may be reduced by the use of Xerography, particularly as the cost of this method of photoduplication decreases. However, even the relatively high cost of Xeroxing many-paged items may be less, in the technical library situation, than the expense incurred by delaying delivery of publications needed by highly-paid personnel, e.g., engineers, physicists, etc.

The committee then turned to a discussion of the merits of a centralized documents collection versus the integration (or partial integration) of government publications into the general or subject-divided collection. Strong arguments were advanced for both methods of arrangement, and agreement was reached on the crucial need for subject accessibility to documents, whether achieved through the specialized knowledge and tools of the documents librarian in a centralized collection, or through the greater use of document subject entries in a general collection catalog.

There was general agreement on the need to promote the use of government publications. Methods explored to further this promotion included the sale or free distribution of popular and inexpensive documents, increased listing of documents in general bibliographies, the inclusion of information on government publications in orientation booklets and library lectures for students, and more frequent use of subject entries for documents.

The role of the librarian in promoting the use of documents was seen as primary, and the committee suggested that in-service training seminars for librarians would be of value, as would the listing, display, and routing of important new government publications.

Because technical service problems influence ease of use, committee members expressed the hope that some standardization of size and format can be achieved for documents in series, that the Superintendent of Documents number can some day be printed upon the cover of each document, and that a general standardization of handling procedures might be developed. It was also suggested that a regional union list of documents might facilitate reference work and interlibrary loans.

SUMMARY

So many different aspects of government publications have been touched upon today that it is difficult to summarize. A number of stimulating and provocative statements were made, much detailed information was presented, and many challenging questions were asked.

More than one person commented that libraries are book-oriented, but that we need to become library-materials-oriented, library materials to include government publications, of course. Another comment to cause us to think is: Library operations are library-oriented, rather than user-oriented, to enable the user to help himself.

On the three major topics considered today--acquisition, processing and use--we have heard both theory and practice: information on sources of publications, selection policies and tools, problems of obtaining documents from various sources, what to discard, whether to classify documents or arrange them by issuing agency or subject, whether and how much to catalog.

Circulation policies were discussed and also the lost book problem.

Use varies with the type of library, but promotion is the key to use. The staff should be familiar with government publications and with various tools and indexes and lists. Government publications should be included in the library's book lists distributed to the public and in displays. A bold suggestion was that documents of a popular nature might be obtained in quantity by a library and distributed free.

Future developments mentioned were: use of computers, acquisition of microforms, centralized cataloging, exchange of no-longer-wanted publications or duplicates, and regional training sessions for library staffs.

BAKERSFIELD WORKSHOP

May 17, 1966

PROGRAM
U.S. GOVERNMENT PUBLICATIONS WORKSHOP
Kern County Library, Bakersfield
Tuesday, May 17, 1966

9:00-10:00 Coffee and Refreshments, by Kern County Library Staff

9:30-10:00 Registration

10:00 Opening of Conference
Welcoming remarks, by Miss Eleanor Wilson, Librarian
Greetings from California State Library, by Mrs. Phyllis I. Dalton, Assistant State Librarian
Announcements, by Mrs. Elizabeth Howes, U.S. Government Publications Librarian, California State Library

10:20 Panel on Acquisition, Processing and Use of Publications (Each panel member will present an introductory talk followed immediately by questions from the audience; 20 minutes for each panelist)

Speakers:
Acquisition - Mrs. Elizabeth Howes, California State Library
Processing - Mr. Erland Jacobsen, Fresno State College Library
Use - Miss Mary Schell, California State Library

Recorders for Questions to Panelists and for Afternoon Committees:
Acquisition - Mrs. Lois King Crumb, San Luis Obispo County Library
Processing - Mrs. Lois Hughes, Antelope Valley College Library
Use - Miss Dorothy Harvey, Ventura County and City Library

11:30-1:00 Lunch

1:00-3:00 Three Committees Meeting Simultaneously on Acquisition, Processing and Use
Acquisition Committee - Conference Room - Leader: Mr. Herbert Linville, University of California, Santa Barbara
Processing Committee - Auditorium (Area 1)
Leader: Miss Doris Randall, Tulare County Library
Use Committee - Auditorium (Area 2)
Leader: Mrs. Josephine Sutton, Fresno County Library

3:00-3:15 Coffee Break, by Kern County Library Staff

3:15-3:30 Summary of Each Committee Meeting by the Recorder

3:30-3:45 Summary of Meeting, by Miss Mary Schell, Supervising Government Publications Librarian, California State Library

3:45-4:00 Closing Announcements

GOVERNMENT PUBLICATIONS: A SOURCE OF STRENGTH

Phyllis I. Dalton

Today when we are talking about government publications, we are talking about Federal publications. We are interested in not only Federal depository publications but also U.S. Government publications in the average library. A librarian must, to use government publications successfully, know the government and its agencies; a librarian must be aware of the vast variety and subjects of the publications; a librarian must know how to select and acquire publications; a librarian must know of the availability of publications. It is fine to be a librarian; to be a good documents librarian is also wonderful; and to be a good reference librarian who knows enough about documents to use them and to inspire others to use them is truly the greatest of excellence.

We have seen in California a steadily increasing interest in government documents of all kinds - Federal, state, county, municipal and foreign. Dr. Lowell Martin, in PUBLIC LIBRARIES EQUAL TO THE CHALLENGE OF CALIFORNIA, recognized the need for government publications in all levels of service. Miss Rae Elizabeth Rips, Chief, History and Travel Department, Detroit Public Library, and editor of the third edition of Anne Boyd's UNITED STATES GOVERNMENT PUBLICATIONS (New York, 1949) in a paper presented at the Government Publications Conference at Drexel Institute of Technology Graduate School of Library Science on May 13, 1965 stated:

"If government publications are not the most useful and valuable category of printed materials found in libraries, they certainly rank near the top."

Our Government Publications Section is the largest in the State Library - it provides information, interlibrary loans, consulting service and a workshop program. I believe, as you go through the day, you will see more of the growth of the depository system in California. You may be interested in knowing that the California State Library as a complete depository received 13,989 pieces of U.S. depository publications in fiscal year 1964/65, exclusive of Congressional bills.

As standards are being revised in 1966, government publications are receiving marked attention. The California Library Association Documents Committee has been asked to prepare suggested standards for possible incorporation in the California Public Library Standards. The ALA Standards also recognize government publications.*

Why are we then having a workshop on government publications? One statement in Wheeler and Goldhor PRACTICAL PUBLIC LIBRARY ADMINISTRATION gives you a clue. They say "In many libraries documents are almost completely ignored primarily because of mere lack of time to keep up with their publication to prepare and publicize them." We know we won't be able to answer all your questions but this is a beginning, and consulting can follow.

In closing, I should like to quote H.L. Mencken who said, "No man can get anywhere in this world, in any really worthy and endurable manner, without recourse to and when he said books, I am sure he included government publications.

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*Suggestions for revision include:

Community Libraries: The collection should include local documents with selected county, state and Federal publications.

Research Libraries: The library should be a local depository for state and Federal documents plus selective acquisitions of United Nations documents.

Headquarters Libraries: The Library should be a complete depository for local documents and selective depository for county, state and Federal documents with sufficient duplicates.

ACQUISITION OF U.S. GOVERNMENT PUBLICATIONS

Elizabeth Howes

As Miss Rae Elizabeth Rips, co-editor with Anne Boyd of U.S. GOVERNMENT PUBLICATIONS has stated, "The distinguishing feature - the thing that sets government publications apart - is the source of supply. They are not listed in the regular trade bibliographies; nor are they acquired from regular book trade channels." In addition, there is no single tool issued by a government agency that lists the thousands of articles, reports, and other publications generated by the government. Nor, according to Herbert Holzbauer, the assistant librarian, U.S. Department of the Interior, can there ever be such a bibliographic tool. The most obvious reason for this is the size of the undertaking. Our first challenge, then, as documents librarians is to learn to select from among the thousands of possibilities and to order documents correctly.

Let us start with some of the better-known sources for a listing of current Federal publications.

MONTHLY CATALOG OF U.S. GOVERNMENT PUBLICATIONS, issued by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., 20402: In addition to an agency listing of publications, each monthly issue has an index that is steadily improving in quality. In order to acquaint yourselves with the current periodicals that the Superintendent of Documents is receiving, you have only to use the February issue each year to keep abreast of this large flow of publications. New periodicals are listed throughout the twelve issues of the MONTHLY CATALOG. For those of you who use the Superintendent of Documents classification scheme, there is help for you in the listing of new classification numbers each month, as well as an annual cumulation of this information. By far the greatest help to libraries is the annual cumulation of the index. Another aid in the MONTHLY CATALOG is the information about new series and discontinued series in each issue.

SELECTED UNITED STATES GOVERNMENT PUBLICATIONS, issued biweekly by the Superintendent of Documents: This is one of the two publications issued free by the Superintendent of Documents. Each item is fully annotated and each list contains explicit instructions for ordering. The one difficulty in using this SELECTED UNITED STATES GOVERNMENT PUBLICATIONS is that the issuing agency and series are not identified. This presents no problem if you are using the Superintendent of Documents classification scheme, because the list gives the classification number.

PRICE LIST[S], issued at intervals by the Superintendent of Documents, for approximately 57 subject fields at present: This is the only other free publication from the Superintendent of Documents. Some of the many fields covered are American History, Animal Industry, Army Regulations, Consumer Information, Defense, Education, Farm Management, Foreign Relations, Government Periodicals and Subscription Services, Home Economics, Indians, Irrigation, Drainage and Water Power, Laws, Maps, National Parks, Scientific Tests, Standards, Weather. As the name implies, the items listed are all for sale by the Superintendent of Documents. These are the lists of available stock at the time the particular PRICE LIST goes to press. Again, the method of ordering publications is very carefully given.

The Superintendent of Documents offers a choice of two convenient methods of payment. You may obtain a supply of coupons from his office, or you may maintain a deposit account. The Superintendent of Documents no longer accepts standing orders for series, but will notify you when a new edition or issue is available.

INDIVIDUAL AGENCY LISTING OF CURRENT MATERIAL

U.S. Small Business Administration. PUBLICATIONS, FREE PUBLICATIONS CURRENTLY AVAILABLE, issued by the agency at irregular intervals, about three times a year. Instructions for ordering are given.

U.S. Small Business Administration. PUBLICATIONS, FOR-SALE BOOKLETS, issued by the agency, again at irregular intervals about three times a year.

The Department of State issues SELECTED PUBLICATIONS at quarterly intervals. Both free and priced material are listed.

The list, NEW PUBLICATIONS OF THE GEOLOGICAL SURVEY, issued monthly, covers books, maps and charts currently available from the U.S. Geological Survey. Again, instructions for ordering are very clearly given. Also these publications are given excellent annotated treatment.

In order to cover the current material of the U.S. Bureau of the Census adequately, you may wish to subscribe to the quarterly publications, BUREAU OF THE CENSUS CATALOG. Subscription price is $1.75 for four consecutive issues, including twelve issues of the MONTHLY SUPPLEMENT. Each quarterly issue is cumulative to the annual volume. Or, you may prefer to buy only the annual cumulation (not including the twelve issues of the MONTHLY SUPPLEMENT) which usually runs about fifty-five cents. The BUREAU OF THE CENSUS CATALOG includes two parts, published material and a listing of unpublished material. The CATALOG has a very good subject index as well as an excellent geographical index. The MONTHLY SUPPLEMENT does not have an index, but does arrange the material by broad categories.

Another of the Federal agencies that issues periodic information about its publications is the U.S. Bureau of Labor Statistics. Its CATALOG OF PUBLICATIONS is a semiannual, annotated subject index of all publications issued by it during the six preceding months.

Last year a big step was taken to make scientific and technical information more easily known to libraries and the public. GOVERNMENT-WIDE INDEX

TO FEDERAL RESEARCH AND DEVELOPMENT REPORTS was begun. Each month the Clearinghouse for Federal Scientific and Technical Information (which has taken over the activities of the old Office of Technical Services) issues this journal whose stated purpose is to provide a single, easy-to-use guide to government-sponsored research and development reports listed the previous month in four major technical report announcement journals, issued by the Federal agencies. These are NUCLEAR SCIENCE ABSTRACTS (NSA) of the Atomic Energy Commission, SCIENTIFIC & TECHNICAL AEROSPACE REPORTS (STAR) of the National Aeronautics and Space Administration, TECHNICAL ABSTRACT BULLETIN (TAB) of the Defense Documentation Center, and U.S. GOVERNMENT RESEARCH & DEVELOPMENT REPORTS (USGRDR) of the Clearinghouse for Federal Scientific and Technical Information. Reports with prices shown can be ordered directly from the Clearinghouse by the accession number and title. Each entry gives the code name of one of the four announcement journals that carried more information on the particular title.

The U.S. Dept. of Agriculture issues a LIST OF AVAILABLE PUBLICATIONS, usually once a year.

Many other agencies have listings of all or selected publications from time to time. Although these are not of help with current material, they are useful for locating older documents.

John L. Andriot's GUIDE TO U.S. GOVERNMENT SERIALS AND PERIODICALS, at present a four-volume work, gives both a title and an agency breakdown of periodicals and serials. Volume 1 lists current serials and periodicals of Washington agencies; volume 2 gives releases and other ephemeral material; volume 3 lists field agency publications. Volume 4, although due in 1965, is not yet available. It will act as a supplement and appendix and will contain entries to bring volumes 1-3 up-to-date, as well as notification of changes and discontinuations. The next completely revised edition of this GUIDE is scheduled for 1966 and is to be issued biennially thereafter with a supplement issued in odd years. The 1966 edition will have all entries consolidated into one series, thereby placing all publications of each agency and office in one place rather than having them scattered in three different volumes as was done in the present, 1964 edition. For information about this GUIDE, write to Documents Index, Box 195, McLean, Virginia.

This brings us to the matter of building up a collection of government publications. The two classics in this field of endeavor might be considered to be UNITED STATES GOVERNMENT PUBLICATIONS, by Anne M. Boyd and Rae Elizabeth Rips, and GOVERNMENT PUBLICATIONS AND THEIR USE, by Laurence Schmeckebier and Roy Eastin.

There are not many sources for out-of-print publications. Samuel Ward of La Plata, Maryland, sells material in this category, including sets, such as the AMERICAN STATE PAPERS or JOURNAL OF AGRICULTURAL RESEARCH.

The Reprint Company of Spartansburg, South Carolina, has been reproducing some of the early census material. I do have a list of other sources of out-of-print U.S. Government publications which I shall be glad to share with any of you either in the question-and-answer period or in this afternoon's group discussion on acquisition.

Those of you who are U.S. depository libraries, do, of course, receive some publications automatically and free, if you have chosen those particular item numbers. In your acquisitions policy, it may be a help to each of you, whether a depository or not, to know that the California State Library, as a regional depository for U.S. Government publications, receives the publications represented by all 1088 depository item numbers. The amount of material issued under each number varies. Most of these publications are available to any of your libraries through interlibrary loan.

NOTES ON PROCESSING U.S. DOCUMENTS

Erland Jacobsen

I. Processing is the link between acquisition and use of documents; so it is connected with both. The amount and kind of processing depends upon many variables. Is this a depository or non-depository library? Does the library wish to use the Superintendent of Documents classification, or does it prefer some other method of classification? Will there be full cataloging for U.S. Government publications?

Other factors to consider are the volume of material, the size of the staff, whether the Federal publications are a separate collection, or partially or fully integrated with the rest of the library's holdings.

II. The advantages of using the Superintendent of Documents classification are:

1. Class numbers appear on depository shipping lists so that documents can be classified quickly upon receipt.

2. Class numbers also are listed in PRICE LIST[S] (issued by the Superintendent of Documents) and in the MONTHLY CATALOG OF U.S. GOVERNMENT PUBLICATIONS.

3. The library can use the MONTHLY CATALOG as a subject index to its Federal documents.

4. This classification scheme usually keeps serial documents together.

5. It is much easier to shelve documents with a class number than by alphabetical or key-word arrangement.

6. The classification number makes full cataloging easier.

7. It simplifies circulation procedures.

III. Problems of Superintendent of Documents classification

1. Frequent changes in class numbers for serial documents, particularly, nullifies the advantage of keeping serials together. When these changes occur, the library can reclassify those under the older number or make cross references. A good rule in Fresno State College Library's experience is to reclassify continuations and unanalyzed serials. We do not reclassify numbers in series already analyzed.

2. Waiting for non-depository publications to appear in the MONTHLY CATALOG in order to ascertain the Superintendent of Documents call number.

IV. Full cataloging of all or part of the Federal documents collection

Fresno State College makes use of the MONTHLY CATALOG for ordering Library of Congress cards. We have a separate account with the Library of Congress. We order cards not only for the documents collection, but also for documents cataloged for the general or reference collection.

If you depend wholly upon the MONTHLY CATALOG as an index, the advantage of the Superintendent of Documents classification is obvious. However, it is better to catalog many publications and not rely completely upon the MONTHLY CATALOG.

In closing, I have several examples of cards that we use in processing government publications at Fresno State College. These will be left on the table for all of you who wish to examine. We can continue our study of processing in the afternoon session.

USE OF U.S. GOVERNMENT PUBLICATIONS

Mary Schell

To use U.S. government publications effectively:

1. Learn as much as you can about the organization and functions of U.S. government agencies. If you know what activities an agency is responsible for, you will have a clue as to the type of publication it is likely to issue and the information it will make available. The UNITED STATES GOVERNMENT ORGANIZATION MANUAL, published by the office of the Federal Register, National Archives and Records Service, is the indispensable tool in this field. Supplementary information about re-organizations, changes of name of agencies, and new agencies can be found in the daily newspaper and weekly news magazines. Many individual agencies issue descriptive pamphlets about themselves. A textbook on U.S. government is also helpful.

2. Become familiar with the lists of and indexes to U.S. government publications.

First, there are the titles issued by the Superintendent of Documents. The most comprehensive, the MONTHLY CATALOG OF UNITED STATES GOVERNMENT PUBLICATIONS, lists publications received in the office of the Superintendent of Documents. It is not a complete list; administrative publications are usually excluded, and many publications of regional offices are not included. Some publications are listed late. The subject heading used by the Superintendent of Documents indexers is sometimes difficult to determine, but a search under various terms usually pays off.

SELECTED UNITED STATES GOVERNMENT PUBLICATIONS, issued biweekly, can be used as a supplement to the MONTHLY CATALOG, since new titles may appear first in the former. Some of your library's users may receive the selected list themselves and ask you for publications they find there. The PRICE LIST[S] , about 50 in number, each on a broad subject, list publications for sale by the Superintendent of Documents. They are useful for a brief listing of material on a subject and for checking price and availability if your users want to purchase publications. Flyers issued by the Superintendent of Documents are of two kinds - those that announce a new title and those that list several titles on a subject. The latter are useful for locating quickly recent material on a subject.

Commercial publications such as the BULLETIN of the Public Affairs Information Service and the Wilson periodical indexes include some government publications but do not cover the full range.

A POPULAR GUIDE TO GOVERNMENT PUBLICATIONS, by W. Philip Leidy, published by Columbia University Press in 1963, is a useful listing under broad subject of publications of general appeal. The volume is provided with a more detailed subject index.

Many agencies issue bibliographies of their own publications or of publications in subject fields of concern to them. The U.S. Geological Survey is a good example. It provides a list and detailed index to its own publications and also issues a standard reference work in its field, the BIBLIOGRAPHY OF NORTH AMERICAN GEOLOGY. Other agencies that issue comprehensive lists of their own publications are the Bureau of the Census, the Bureau of Mines, the National Bureau of Standards and the Department of State. Use of these lists can reduce the need for analytics for monographic series in the public catalog. Among the useful selected lists are the Department of Agriculture's LIST OF AVAILABLE PUBLICATIONS and the Department of Commerce's BUSINESS SERVICE CHECKLIST.

Subject bibliographies are listed in the MONTHLY CATALOG under the index entry "Bibliography."

3. Examine new publications as they are added to the collection. Be sure they are routed to the reference staff.

4. Become familiar with as many periodicals and serials as possible - at least with those issued by the agencies in subject fields of interest to your community. Does the periodical have special issues such as the annual personal income issue of the SURVEY OF CURRENT BUSINESS, or recurring features, such as the statistical section of the same periodical?

Two publications of the Bureau of the Census, HISTORICAL STATISTICS OF THE UNITED STATES and the STATISTICAL ABSTRACT OF THE UNITED STATES are good keys to the statistical publications issued by various agencies, which must often be consulted for later or more detailed information than appears in the ABSTRACT. Footnotes give the source of the data in the tables.

Learn also which publications contain information about the United States as a whole and which give a breakdown by state, county, or city.

5. Include government publications in your booklists if you issue booklists for distribution to your public.

6. Include government publications in your displays.

Use includes both reference use and circulation. Government publications should be circulated on the same basis as other library materials.

In conclusion, I should like to remind you that you may call upon the California State Library both for subject reference work in government publications and for specific titles. Our circulation policy is liberal, and most of the collection is available on interlibrary loan.

REPORT OF ACQUISITION COMMITTEE

Leader: Herbert Linville
Recorder: Lois King Crumb

A number of publications which can be of help to documents librarians were mentioned during the meeting. The following list represents those discussed in the afternoon session:

DREXEL LIBRARY QUARTERLY. $10 per year, $3 per copy. October 1965 issue, entitled "Government Publications," is very good. 2nd issue deals with legal bibliography.

U.S. GOVERNMENT PUBLICATIONS: A PARTIAL LIST OF NON-GPO IMPRINTS, prepared under the direction of the Interdivisional Committee on Public Documents of the American Library Association, by Jennings Wood. Chicago, American Library Association, 1964.

Shepard (The Frank) Co. A TABLE OF FEDERAL ACTS BY POPULAR NAMES AND SHORT TITLES.

Sources of non-current documents included these:

Bernan Associates. They will sell without receiving money in advance. When we asked about the dirty condition of documents received from them, we were told that sometimes the documents received from the GPO are also "beat up."

Conrad Books & Periodicals, P.O. Box 1086, Washington D.C.

F. Bassett, 722 N. Orange Drive, Los Angeles.

W. H. Lowdermilk, 715 12th St., NW, Washington D.C.

Samuel Ward, La Plata, Md. Representative from University of California, Santa Barbara, said that this dealer is good at filling want lists.

Documents Expediting Service. Libraries may choose to pay a rate varying from $150 to $500, plus postage. Those paying more have a higher priority for receiving publications if there are insufficient copies. The service will search for obscure documents.

For indexes of old documents, use old agency bibliographies; also:

Poore, Benjamin Perley. DESCRIPTIVE CATALOGUE OF THE GOVERNMENT PUBLICATIONS OF THE UNITED STATES, SEPTEMBER 5, 1774-March 4, 1881.

Ames, John Griffith. COMPREHENSIVE INDEX TO THE PUBLICATIONS OF THE UNITED STATES GOVERNMENT, 1881-1893.

Bureau of Mines has a good retrospective index.

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National Bureau of Standards has a good index which is kept up to date.

Government publications are not copyrighted; so borrowed items may be copied.

Superintendent of Documents has been asked why the document number is not printed on the document. He replies that cost is one item, also some librarians do not want it!

When libraries receive exchange lists, which include documents, they should be routed to the documents librarian.

In making requests for free documents from agencies, some of them will let you ask for specific items; some will supply material in specific subject areas, and some will just send everything.

The question, how to start a selective U.S. Government documents depository library, brought out these valuable helps:

1. There is no minimum number of items which must be received by the library.

2. The library will be sent "over 2 feet" of item cards to be used for selection. These are in duplicate. One is sent to the GPO if the library wishes to receive the publication it represents and the other kept in a special file in the library as a record of its requests. The remaining cards should be retained and used when later selections are made. If you find that you do not want, or cannot use certain items, they can be dropped. Ask to have them discontinued as soon as you know you cannot use them, because whatever you have already received must be kept for 5 years.

3. When you become a depository, serials will not start coming until the start of the next fiscal year, because they must be included in the printing budget. Monographs will come sooner.

4. When contemplating depository status, visit other libraries that are depositories. It is often impossible to tell just what a publication is from its title, or how often it will be issued, etc. Other documents librarians can give advice from their experience.

5. You may ask for final volumes without getting "preliminary publications."

6. When considering what you need, see whether an academic library is near which may be a depository. If not, student use may be a factor to consider in selecting items. Any college library which is a depository must make available to anyone documents which they receive from the depository list. This does not mean that they must circulate publications.

There are approximately 70 depositories in California. The State Library is a regional depository and receives all publications available to depositories.

Every two years the depository is sent a questionnaire by the Superintendent of Documents which must be completed and returned to him.

Libraries not contemplating depository status were given help on ordering documents.

Disposal policies and rules were discussed. All depository items must be kept a minimum of five years unless they are superseded by a cumulative volume, or otherwise covered by instructions from the Superintendent of Documents. Mr. Linville warned us that the cumulative volumes of some of the census publications do not include "those nice maps" and to watch before discarding what you may want to keep. The State Library keeps many more items than it is required to keep, because its collection is used for historical purposes. Kern County, and probably many others, also keep items farther back than the legal requirement, for reference purposes.

The committee visited the documents section of the Kern County Library. First-hand observation of documents and records was most valuable. Samples of forms were given to those who asked for them.

REPORT OF PROCESSING COMMITTEE

Leader: Doris Randall
Recorder: Lois Hughes

I. Methods used for classifying documents

A. Superintendent of Documents classification. Best for a new library or a new depository library. Advantages are ability to classify immediately upon receipt of shipping list. Also provides for good arrangement on the shelves by keeping those from same agency and in the same series together. Easy to use this number on circulation card. MONTHLY CATALOG can be used as subject catalog. Biggest disadvantage is that the government changes classification occasionally.

B. May be arranged alphabetically by agency or by sub-agency.

C. Some libraries file small items in the vertical file by subject.

D. May have to give own number to items not listed in MONTHLY CATALOG.

II. General organization of documents

Fresno State College catalogs some for circulation and reference, with Library of Congress cards in the main catalog. Some are treated as periodicals in the periodical department. The remainder are housed in the documents section. Main catalog directs public to government documents section.

Library should have holdings record.

Good idea to have a standing order for Library of Congress cards for series, if analytics are available.

III. Handling of publications issued in Congressional series

Unbound House and Senate Reports can be shelved by number of Congress, session and report number. MONTHLY CATALOG tells which have Library of Congress cards. Unbound copies can be discarded when hard bound arrive.

IV. Determining whether a publication has been superseded

The publication itself will usually indicate this. Discard old publication unless needed for historical value.

V. Discard policy

This is well explained in the depository instruction booklet. Duplicates can often be offered to branch libraries.

VI. Maintenance of records

Various large size cards are used by Fresno State College. One for annuals, for monthly issues, for simple series, for a numbered series, and for double series such as those coming from the Office of Education. Each has space for processing instructions.

VII. Possibilities of some agency doing brief cataloging

The committee felt that the Library of Congress should expand and do more of this cataloging. It would also help if the government agencies would put classification numbers on all of their material.

VIII. Conclusion

No matter what classification or arrangement is used, each library must be flexible and change its system when necessary. Often a government publication will not fit into the existing system.

REPORT OF USE COMMITTEE

Leader: Josephine Sutton
Recorder: Dorothy Harvey

Circulation

Each library should use its own judgment as to what to circulate and how many items should be loaned to each borrower. The usual lending policy of the particular library should prevail. The group seemed to feel that such material as the serial set, which is hard to replace, should be non-circulating.

College clientele make great use of older documents, whereas the general public uses newer publications.

Most of the libraries represented felt there was not much loss of documents through circulation.

Popular Titles

There is a need for a popular listing of reports and laws; e.g., CLAY REPORT or the GOOD SAMARITAN LAW. The State Library does maintain such added entries in its files. A local library system may teletype the popular title it has received for searching by the State Library.

Statistical Services

It is very difficult to gather statistical information on the local level. The 180 published reports for the 1960 census provide data for approximately 23,000 census tracts. The census tracts are within the standard metropolitan statistical areas. By definition they are small areas into which large cities and adjacent areas have been divided for statistical purposes. The Rand McNally COMMERCIAL ATLAS is a good source of help for information on small cities. The State Library can give some help by the use of its county and municipal documents. Another source for small area information in California is the material on population estimates and projections issued by the California Department of Finance.

A further source of help, not only with statistical services, but with general information about a subject, is a local office for the many Federal and state agencies. A telephone call to one of these in your community can sometimes prove to be your best help. Many of them have a "lease line" to Sacramento. If your Congressman maintains an office in your community, he is an excellent source of information on the Federal level.

CODE OF FEDERAL REGULATIONS - FEDERAL REGISTER

It was the consensus of the group that it is probably best to keep all issues and supplements if space allows. Perhaps libraries could arrange cooperative retention. The indexing is poor.

College Libraries' Loan Policies

Some college libraries have a policy of lending Federal documents to other than their students and faculty, upon request; however they do not receive many such requests. Library policies vary; so the potential borrowing library has to check to make sure the particular item it wants may be obtained on loan.

Publicity - Ways to Display

1. Display table in library on timely subjects
2. Include new titles in book lists that library issues
3. Displays and book lists shown and distributed at local conventions
4. Cards in catalogs referring to the documents department

Services of State Library

1. Workshops on subjects for which libraries in state have indicated a need
2. Brochures that sketch briefly State Library services

3. Regional depository for U.S. Government publications

As the regional depository, it receives all U.S. depository publications and keeps almost every item even after it has been superseded in order to have an historical collection which can be drawn upon by the other libraries throughout the state. It also serves as a focal point in the disposition of no-longer-needed Federal documents by the other depository libraries in California.

4. Most Federal publications kept at the State Library are available on loan.

The State Library maintains microcards of the serial set, volumes 1-1867, which may be borrowed by any library in the state. Also it has, on microcard, the non-depository items listed in the MONTHLY CATALOG from 1953-1965. These, too, are available on loan to libraries.

5. The State Library also provides subject reference service.

Maps

Several libraries commented on the heavy use of their U.S. Geological Survey topographical maps. These are excellent for historical purposes. The older ones receive more use than the current ones, but all the California ones are in demand. Considerable loss was reported on maps.

Special Needs for Promoting Use of U.S. Government Publications

1. Basic list of government publications. Perhaps this could be a project for the CLA Documents Committee. The State Library is willing to participate in any such project.

2. Special subject lists

3. A list of what is available in fields of interest to law libraries

4. Best method for getting an entry into the catalog to direct patrons to ask librarian for help

SUMMARY

So much has been said today, and so well said, that I can only hope to mention some highlights.

Under acquisitions, the major bibliographies and lists from which current government publications can be selected were described, and sources of out-of-print documents were mentioned.

In processing, the advantages and disadvantages of the Superintendent of Documents classification were considered; also mentioned were an alphabetical arrangement by agency or a subject arrangement in a vertical file or pamphlet boxes. Records for documents may appear in the public catalog or in a special documents catalog. Other topics covered were superseded publications, discard policies, the advantages and disadvantages of microforms, the need for improved Library of Congress card service.

Use is the ultimate goal of acquisition and processing. To use government publications fully and effectively, the librarian should know something about the organization and functions of U.S. government agencies, and be familiar with the lists and indexes of publications. She should examine new publications as they are added to the collection and include them in book lists and displays. Government publications should be circulated on the same basis as other library materials.

ANAHEIM WORKSHOP

May 19, 1966

PROGRAM
SOUTHERN CALIFORNIA WORKSHOP ON U.S. GOVERNMENT PUBLICATIONS
Anaheim Public Library
Thursday, May 19, 1966

9:00-9:40 Registration
Coffee, by Anaheim Public Library Staff

9:40 Opening of Conference
- Welcoming remarks, by Mr. William J. Griffith, Librarian, Anaheim Public Library
- Greetings from California State Library, by Mrs. Phyllis I. Dalton, Assistant State Librarian
- Announcements, by Mrs. Elizabeth Howes, U.S. Government Publications Librarian, California State Library

10:00 Panel on Acquisition, Processing and Use of Publications
(each panel member will present an introductory talk followed immediately by questions from the audience; 15 minutes for each panelist)

Speakers:
- Acquisition - Miss Lois Di Santo, University of California, Riverside
- Processing - Public Libraries - Mr. Bryant Smith, Monterey Park Library
- Processing - College-University-Special Libraries - Mrs. D. L. MacDonald, Honnold Library
- Use - Public Libraries - Mrs. Alice Titus, Long Beach Public Library
- Use - College-University-Special Libraries - Miss Helen Azhderian, University of Southern California Library

Recorders for Questions to Panelist and for Afternoon Committees:
- Acquisition - Public Libraries - Mrs. Dorothy Smith, Riverside Public Library
- Acquisition - College-University-Special Libraries - Miss Sharon McClure, University of California, San Diego
- Processing - Public Libraries - Mrs. Thelma N. Jenkins, Los Angeles County Public Library
- Processing - College-University-Special Libraries - Mr. Vincent Caccese, University of California, Irvine
- Use - Public Libraries - Mrs. Maxine Groher, Downey City Library
- Use - College-University-Special Libraries - Miss Barbara Davis, California State College at Fullerton Library

11:45-1:00 Lunch

1:00-2:45 Six Committees Meeting Simultaneously on Acquisition, Processing and Use

Acquisition Committee No. 1 - Public Libraries - Auditorium (Area 1) Leader: Mrs. Elizabeth Schlegel, Los Angeles Public Library
Acquisition Committee No. 2 - College-University-Special Libraries - Auditorium (Area 2) Leader: Mr. Anthony Greco, San Fernando Valley State College Library
Processing Committee No. 1 - Public Libraries - Auditorium (Area 3) Leader: Mrs. Jennie Robinson, Orange County Library
Processing Committee No. 2 - College-University-Special Libraries - Fallout Shelter (Area 1) - Leader: Mr. Sydney Sims, Long Beach State College Library
Use Committee No. 1 - Public Libraries - Fallout Shelter (Area 2) - Leader: Mr. John Perkins, Inglewood Public Library
Use Committee No. 2 - College-University-Special Libraries - Local History Room - Leader: Miss Evelyn Huston, University of California, Irvine

2:45-3:10 Coffee Break, by Anaheim Public Library Staff

3:10-3:40 Summary by Recorder or Leader of Each of the Committees

3:40-3:50 Summary of Meeting, by Miss Mary Schell, Supervising Government Publications Librarian, California State Library

3:50-4:00 Closing Announcements

GOVERNMENT PUBLICATIONS: A SOURCE OF STRENGTH

Phyllis I. Dalton

Today when we are talking about government publications, we are talking about Federal publications. We are interested in not only Federal depository publications but also U.S. Government publications in the average library. A librarian must, to use government publications successfully, know the government and its agencies; a librarian must be aware of the vast variety and subjects of the publications; a librarian must know how to select and acquire publications; a librarian must know of the availability of publications. It is fine to be a librarian; to be a good documents librarian is also wonderful; and to be a good reference librarian who knows enough about documents to use them and to inspire others to use them is truly the greatest of excellence.

We have seen in California a steadily increasing interest in government documents of all kinds - Federal, state, county, municipal and foreign. Dr. Lowell Martin, in PUBLIC LIBRARIES EQUAL TO THE CHALLENGE OF CALIFORNIA, recognized the need for government publications in all levels of service. Miss Rae Elizabeth Rips, Chief, History and Travel Department, Detroit Public Library, and editor of the third edition of Anne Boyd's UNITED STATES GOVERNMENT PUBLICATIONS (New York, 1949) in a paper presented at the Government Publications Conference at Drexel Institute of Technology Graduate School of Library Science on May 13, 1965 stated:

"If government publications are not the most useful and valuable category of printed materials found in libraries, they certainly rank near the top."

Our Government Publications Section is the largest in the State Library - it provides information, interlibrary loans, consulting service and a workshop program. I believe, as you go through the day, you will see more of the growth of the depository system in California. You may be interested in knowing that the California State Library as a complete depository received 13,989 pieces of U.S. depository publications in fiscal year 1964/65, exclusive of Congressional bills.

As standards are being revised in 1966, government publications are receiving marked attention. The California Library Association Documents Committee has been asked to prepare suggested standards for possible incorporation in the California Public Library Standards. The ALA Standards also recognize government publications.*

Why are we then having a workshop on government publications? One statement in Wheeler and Goldhor PRACTICAL PUBLIC LIBRARY ADMINISTRATION gives you a clue. They say "In many libraries documents are almost completely ignored primarily because of mere lack of time to keep up with their publication and to prepare and publicize them." We know we won't be able to answer all your questions but this is a beginning, and consulting can follow.

In closing, I should like to quote H.L. Mencken who said, "No man can get anywhere in this world, in any really worthy and endurable manner, without recourse to books," and when he said books, I am sure he included government publications.

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*Suggestions for revision include:

Community Libraries: The collection should include local documents with selected county, state and Federal publications.

Research Libraries: The library should be a depository for local, state and Federal documents plus selective acquisitions of United Nations documents.

Headquarters Libraries: The Library should be a complete depository for local documents and selective depository for county, state and Federal documents with sufficient duplicates.

ACQUISITION OF U.S. GOVERNMENT PUBLICATIONS

Lois Di Santo

The sources of acquisition for U.S. government publications can be divided into two broad categories: depository and non-depository sources:

I. The resources available to depository libraries are impressive in number; it is estimated that approximately 14,000 publications a year are available to depository libraries. But this first impression is quickly modified when several factors are considered:

  A. Of the 825 depository libraries which were listed in the September 1965 MONTHLY CATALOG, 35 were regionals. Under the provisions of the depository law, only the regionals are obliged to accept all depository publications. The remaining depository libraries may select as many or as few of the categories as they wish to receive. There are no exact figures as to the number that choose to receive all depository items, but the Superintendent of Documents estimates that only between 5 and 10% do so.

  B. The second fact to consider is that the 14,000 publications available to depository libraries represent only 70% of the items listed in the MONTHLY CATALOG. As you know, each item listed is numbered, and the last number in the December 1965 catalog is 20,162. The percentage drops still lower when one considers the hundreds, and perhaps thousands, of items issued by field agencies throughout the country. Many of these publications are never listed in the MONTHLY CATALOG. The Superintendent of Documents is slowly adding these non-GPO items to his distribution system, but the process is still far from complete. It is therefore obvious that depository libraries must avail themselves of non-depository sources.

II. The non-depository sources which we shall consider include those for both current and non-current government publications.

A. Current government publications

The basic rules for the acquisition of current government publications are outlined in each issue of the MONTHLY CATALOG. Here you will find three methods:

1. One for *sales publications* distributed by the GPO
2. One for *publications distributed by issuing agencies*
3. One for *publications* which are *distributed by Congressmen*

A description of each of these methods follows:

1. *Sales publications*

Sales publications which are indicated by an asterisk in the MONTHLY CATALOG are to be ordered from the GPO by deposit account, coupon, check or money order. No stamps. Sales publications which appear in the biweekly SELECTED U.S. GOVERNMENT PUBLICATIONS and in the PRICE LIST [S] can be secured in the same way.

In 1949, James L. McCamy made an intensive study of acquisition procedures for his book: GOVERNMENT PUBLICATIONS FOR THE CITIZEN: "Despite the fact that government documents are theoretically for sale, most of them are given away. Only the uninformed, the modest, the hurried, or the righteous buy them; for by going to the issuing agency or to Congress one apparently can usually by-pass the Printing Office. The majority of Federal publications are distributed by agencies whose policy may vary, but tend towards generosity... There is no rational policy dividing sales from gifts."[1] This statement is as true in 1966 as it was in 1949.

rational policy dividing sales from gifts."[1] This statement is as true in 1966 as it was in 1949.

2. Publications distributed by issuing agencies

Publications which are distributed by the issuing agencies are indicated in the MONTHLY CATALOG by a dagger. Application must be made to the department, bureau or agency issuing the publication. There is no hint in the MONTHLY CATALOG that many agencies maintain extensive free mailing lists.

Also, there is no hint that such things as bureau depositories exist. Each of these bureau depositories is regulated by the individual agency: it has no connection with the Federal depository system.

a. The Bureau of the Census, Public Health Service, and the Department of Agriculture are particularly generous in the free distribution of publications, a fact which is valuable to any documents librarian who is interested in stretching his budget.

b. U.S. Army Map Service has a depository program.

c. U.S. Geological Survey supplies topographic maps either for one state or a group of states to libraries.

d. U.S. Atomic Energy Commission has a system of regional depositories whose names are listed in each issue of NUCLEAR SCIENCE ABSTRACTS.

3. Publications distributed by Congressmen

The third method for securing current titles involves obtaining them from Members of Congress. The Superintendent of Documents recommends that application be made to one's Congressman for copies of individual bills, as well as for copies of Congressional documents, hearings and reports which appear in the MONTHLY CATALOG without price. "Any librarian does well to establish cordial relations with the office staff of a member of Congress as well as with the Congressman himself."[2]

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[1] James L. McCamy, GOVERNMENT PUBLICATIONS FOR THE CITIZEN: A REPORT OF THE PUBLIC LIBRARY INQUIRY, New York, Columbia University Press, 1949. p. 41.

In addition to acquiring from Congressmen material listed in the MONTHLY CATALOG without a price, it is possible to acquire many priced items in the same way, if one tries. Besides obtaining Congressional documents, your Congressman may have individual copies of the FEDERAL REGISTER sent to your library. Sometimes publications which are authorized by special Congressional appropriation, such as a recent edition of the U.S. Dept. of Agriculture YEARBOOK, and distributed in bulk to Congressmen, may be acquired from them.

4. Other sources for hard-to-acquire publications

   a. While it is possible to secure many individual items free with the use of a little ingenuity, there remains a hard core of serial publications which must be acquired in the most efficient and economical way. This is where the services of a commercial agent may be found useful. At the present time, one agent in Washington provides such an extensive service: Bernan Associates.

      (1) Bernan Associates accepts standing orders for any of the government periodicals and any of the more than

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[2] McCamy, op.cit., p. 38.

600 titles of government serials, annuals, and other recurring publications. Bernan Associates' GOVERNMENT PUBLICATIONS SERVICE, giving scope of service, is available upon request.

(2) Publications are supplied at list price and mailed directly from the GPO.

(3) There is no postage charge.

(4) Minimum account required is $100 a year.

(5) Subscriptions are renewed automatically until cancelled by customer.

(6) There is no charge for Bernan's services as such.

b. Larger libraries must avail themselves of still additional sources, such as Documents Expediting Project, to meet their needs. The Documents Expediting Project was organized by the cooperative efforts of various libraries and library organizations to procure for subscribers those publications which are difficult to obtain through normal channels. These are primarily processed, non-depository items. Some major points about the Documents Expediting Project are:

(1) Located in the Library of Congress

(2) Participation is by subscription - the yearly fee ranges from $175 to $525 a year

(3) Some of the major publications distributed by this project are:

Cooperative Research Project reports (U.S. Office of Education)

Congressional committee prints

DAILY REPORT of the Foreign Broadcast Information Service

B. Non-current government publications

1. Libraries which are interested in filling in gaps in their holdings, or building their collections, must also rely on the services of commercial out-of-print dealers. Perhaps the best way to begin this process is to compile a list of dealers who specialize in o.p. government publications, scan their catalogs, or write letters requesting quotations on individual titles. Some of the dealers:
    a. P. & H. Bliss, Middletown, Connecticut
    b. International University Booksellers, Inc., 30 Irving Place, New York
    c. W.H. Lowdermilk, 715 12th Street N W, Washington, D.C.
    d. Samuel Ward, La Plata, Maryland
2. Many libraries are able to fill gaps in their holdings of earlier documents by means of direct exchange with other libraries, or indirectly through the _United_ _States_ _Book_ _Exchange_:
    a. Private, non-profit corporation in Washington
    b. Serves as a clearinghouse for distribution of library duplicates and other surplus publications
    c. These duplicates, of course, include commercial books and periodicals as well as a small percentage of government publicatiosn.
    d. Membership fee is $12.00 per year, plus the handling fees and shipping costs on publications requested from USBE. Member libraries are also expected to send USBE the duplicates of value which it does not otherwise require.

e. Each library which elects to do so receives monthly lists of parts of USBE stocks which are available.

3. An increasing number of both current and out-of-print government publications are available by means of microcopies. Microcard Editions, Inc., in Washington, publishes an annual which might be useful for checking individual publications: GUIDE TO MICROFORMS IN PRINT.

4. Several dealers specialize in publishing reprint editions of government publications: Kraus Reprint Corporation (16 East 46th Street, New York 10017) and Johnson Reprint Corporation (111 Fifth Avenue, New York 10003). It would not be difficult to get on their mailing lists for information as to what is available.

5. Some out-of-print material can be obtained through the Documents Expediting Project.

In this review, it has not been possible to do more than touch upon many of the resources available to documents librarians. I believe that it shows that the directions which are given in the MONTHLY CATALOG are no more than delicate hints; they are just the starting point from which one proceeds to other sources.

PROCESSING - PUBLIC LIBRARIES
Outline of Talk

Bryant Smith

1. RECEIPT AND CHECK IN OF DOCUMENTS

When depository documents are received they are stamped with the date; the shipping list is also stamped. This allows for easy matching of documents and shipping list if there is a delay in processing.

2. CLASSIFICATION OF DOCUMENTS

Documents are classified by the GPO class number as noted on the shipping lists. Very simple records are prepared, usually consisting of:

a. Shelf list
b. Main entry (in most cases this is under the title of the document)
c. Subject entry (usually only one is assigned)

It is not felt necessary to give the government agency as the main entry because the documents are filed by GPO number which means that they are filed by issuing agency.

3. PROCESSING PROCEDURE

Call numbers (GPO) are written on the front of paper documents; if the document is between boards, the number is entered on the title page. Items between boards are also lettered on the spine. Library name and "DEPOSITORY" are stamped on at time of arrival. Cards are typed and filed. Document is put in its proper place on the shelf. This entire process (except for filing and lettering of hard-bound items) can be accomplished in less than a day's time.

4. CIRCULATION OF DOCUMENTS

Since we are not prevented by law from circulating our documents we do so. There are exceptions, of course, but by and large all documents circulate for our regular check-out period and are otherwise treated as any other book or item in our collection.

After the outline of procedures, the following questions were asked by participants and answered by Mr. Smith.

1. How do you physically house the items which are pamphlets?

   They are arranged by Government Printing Office class number and placed in pamphlets boxes on the shelf.

2. Is the shelflist also arranged by the GPO class number?

   Yes, it is. We catalog only the more important publications.

3. How do you overlap cataloged items with those not cataloged?

   The physical arrangement of the library takes care of this. The cataloged items are shelved by the Dewey number in the general collection. Others are in the depository collection and shelved by the GPO class number.

4. Do you have any way to get to the material by subject?

   Yes, the subject cards are filed in the main catalog.

5. Do you use the MONTHLY CATALOG to locate other items not classified by GPO number?

   Not if I can get out of it.

   Then how do you locate them?

   By knowing the collection, and checking the MONTHLY CATALOG if necessary.

6. Do you make separate subject cards for each item in a series such as FARMER'S BULLETIN?

   Not necessarily. It depends upon the subject treated.

7. How much staff do you have for the depository collection?

   We use one and one half persons.

8. Is your cataloging done by the documents department?

   Yes, if it takes a GPO number. If it is to be in the general collection, we send it to the catalog department.

9. Do you file agency cards (author) in the main catalog?

   No, they fall under issuing agency in the shelf list because we use GPO class number.

10. Do you provide free materials for distribution to the public?

    No, we do not. They are usually available from other places, such as City Hall, etc.

In conclusion, the Librarian from Long Beach Public Library stated that she has found the author entry much more valuable in locating information than the title entry. Mr. Smith stated that Monterey Park is still young as a selective depository and the staff are still trying to learn.

PROCESSING U.S. GOVERNMENT PUBLICATIONS
COLLEGE - UNIVERSITY - SPECIAL LIBRARIES

Margot MacDonald

INTRODUCTION

Before I begin, I should like to call your attention to the materials displayed on top of the piano.* They include the Honnold Library Documents Department procedure manual, samples of the checking cards and other cards included in our documents card catalog, and our selected readings manual. Some of you might be interested in the latter - it consists of Xeroxed copies of periodical articles dealing with government publications. We keep it in the Documents Office, where it forms a useful auxiliary to the standard reference works on government publications.

Last week, I attended a three-day workshop on government publications held in Philadelphia under the auspices of the Graduate School of Library Science at Drexel Institute of Technology and the Documents Committee of the Pennsylvania Library Association. I thought you might be interested in hearing about some of the matters discussed there. The workshop dealt with all phases of the acquisition and organization of all types of government publications. I have tried to select, from the mass of notes which I brought back with me, those items structurally related to my part in our workshop here today, that is, material dealing with the processing of U.S. Government publications. This material seems to fall roughly into five broad groups: administration (i.e. separate vs. integrated documents collection), records, classification, cataloging, and binding.

I. SEPARATE VS. INTEGRATED DOCUMENTS COLLECTION

The first decision which a library must make, before setting up documents processing procedures, is the basic one: shall the library's documents be kept as a separate collection, or completely integrated with the non-document material, or partially integrated, partially separate? At the Philadelphia workshop, we had the usual arguments about the relative merits of the three systems. Some of the discussion leaders were quite strongly and vocally biased in one direction or the other (of course this may have been done deliberately to provoke discussion), but in each discussion group the final conclusion reached seemed to be that there was no final conclusion! Each library must make its own decision, based on the kind of library, its size, physical arrangement, and resources, including both book resources and financial resources.

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*These materials received a great deal of attention throughout the day.

For the library with a fully integrated documents collection, processing should theoretically present no particular problems in that documents would be processed in the same manner as non-documentary material of a similar nature; so changes in processing would involve general library administration, not documents in particular. Therefore, this discussion of processing government publications is directed in general to libraries with a documents collection which is administratively or physically separated, at least in part, from the general book collection.

II. RECORDS

One session of the Philadelphia conference was devoted to records - what types of records are needed for a documents collection?

1. HOLDINGS RECORDS

First, of course, is a record of holdings. There are three general types - some libraries have one, some two, some all three.

The first type is the shelf-list, or list of holdings arranged in call-number. Many libraries, particularly those using the

Superintendent of Documents classification, maintain a shelflist as their only complete record of holdings.

Other libraries, including the Honnold Library, use the second type of holdings record, an alphabetical file. Entry in this alphabetical file may be according to Library of Congress form (i.e. U.S. Bureau of ..., U.S. Department of...) or according to the inverted "catchword" form used in the MONTHLY CATALOG (U.S. Agriculture Department). In the latter case, entry may be directly under issuing bureau or office, as in the current MONTHLY CATALOG, or, as is the case at Honnold, organizationally, with entry under main department, followed by bureau or sub-agency, as in the old MONTHLY CATALOG prior to September 1947. Many libraries use Library of Congress cards for shelflist and/or alphabetical holdings record. Libraries using the catchword form of entry either type the entry above the LC entry or underline the key filing word in the LC entry.

The third type of holdings record, which a number of libraries maintain in addition to the shelflist or alphabetical file, is the current check-in file for periodicals and continuations. In many cases, entry in the current check-in file is by title, rather than by issuing agency. Some libraries transfer completed volumes from the current check-in file to the permanent holdings record; others keep all records for current periodicals and continuations in the current check-in file, with a cross reference from the holdings record (shelflist or alphabetical).

Whichever type of holdings record is used for monographs, it should, in most cases, include title, edition, date, brief collation, and notes. The current check-in record, whether it is kept separately or interfiled with the permanent holdings record, as we do at Honnold, should include three things: holdings, location (i.e. call number or other shelf location) and source (i.e. depository, subscription, standing order, mailing list from issuing agency, etc.).

There are examples of various types of check-in cards in Ellen Jackson's MANUAL[1]; our own manual for California State publications[2] contains examples of checking cards which will serve equally well for U.S. publications; and on the piano are samples of the checking cards used in the Honnold Library Documents Department. Two basic types are needed: a numerical card for entering documents issued in numbered series, and a date card, usually with two or three variations to accomodate periodicals and continuations issued with different frequencies: annual, quarterly, monthly, weekly, or daily.

One of the participants in the Philadelphia workshop was a young, attractive librarian from the staff of a medium-sized public library which has recently become a depository library under the 1962 act. As she was the youngest, newest member of the staff, and the one with the least experience in documents - we all know who was picked to organize the new documents collection, don't we? However, I think she will be an excellent documents librarian. She is interested, enthusiastic, anxious to learn, but she does not merely want to learn how other libraries do things, she asks, "Why do you do it that way? Is there another way? Couldn't I do this instead...?" She raised many interesting and rather unorthodox questions. Usually her questions would be followed by a moment of shocked silence, then a nervous titter or two, or the sharp intake of breath as twenty dyed-in-the-wool, stuck-in-the-rut documents librarians gasped in horror at the mere thought of such heresy! But often, as we discussed her questions and ideas, we found that they had merit and were well worth considering. I think we need more of this in documents; we are sometimes so overcome by our problems that we tend to grasp at any solution which works for someone else, rather than really thinking through to the best solution for our own library.

To return to the discussion of records, this young documents librarian asked, "Is it necessary to keep a record of every single depository document received? There followed the usual shocked reaction - of course we must keep a record of every sacred depository document - but then a few librarians, myself included, were forced to admit that there were a few types of depository documents for which we did not keep records.
At Honnold, we found that we can operate quite well without keeping records of certain documents which will be replaced by bound volumes - for example, the Serial Set. Unbound House and Senate reports and documents are checked carefully against the Daily Depository Shipping List, and missing numbers are claimed immediately. Selected reports and documents are entered in the title-subject catalog, but no unbound House and Senate documents and reports are entered in our holdings record. They are merely

shelved in pamphlet boxes by series and number. If one is found to be missing, we make a brief search, and then order a replacement. We have no way of checking as to whether we ever received the document, but inasmuch as we would have to replace it in any case, the question of whether it was originally received and has been purloined or hopelessly misfiled, or was never received, seems rather academic. We follow the same procedure for the separate prints of the U.S. Supreme Court reports - the prints are checked against the Daily Depository Shipping List, then filed in pamphlet boxes with the bound volumes of the U.S. Reports.

I am definitely not advocating this procedure as a general policy. I am merely indicating that this is one possible way of taking a short-cut when staff is limited, without appreciably affecting the service rendered to Library users. And remember that this procedure is used only for unbound documents which will later be replaced by a bound volume, not for documents which are to be retained.

2. ACQUISITION RECORDS

The second type of record kept by many libraries is an acquisition record, or set of records. This would include, for depository libraries, the set of depository item cards for items selected. It might also include subscription, standing order, and other purchase records. Some libraries also keep records of gifts and exchanges.

3. BINDING RECORDS

Binding records constitute the third type of record kept by most libraries. These would correspond to those kept for non-governmental material.

4. "QUICK REFERENCE FILE"

A "quick reference file" is kept by many libraries, particularly those which do not give full subject cataloging to their documents, or find that they need something to fill the gap, frequently rather long, between receipt of the document and completion of cataloging.

5. STATISTICAL RECORDS

Statistical records of various kinds are kept by nearly all documents departments; the three main types reported are:

Records of holdings - number of bound and unbound volumes

Records of use - usually circulation statistics, although several open-stack libraries reported that a daily count was made of the number of volumes re-shelved after use in the library

Records of reference service - usually a tally of questions, telephone calls, etc.

At Honnold, we keep statistics on documents holdings and circulation, but none on reference service with documents.

6. DESIDERATA FILE

A "consideration" or "desiderata" file for possible acquisition if funds become available.

7. AUTHORITY FILE

An authority file, or more than one. At Honnold we have two:

One is an authority file for entry in our alphabetical holdings record. The latter is filed under department, bureau, and series. This authority file is in shelf-list order by

Superintendent of Documents classification number. It was made originally by transferring Mary Elizabeth Poole's marvelous loose-leaf list of Superintendent of Documents classification numbers[3] to cards. These have been kept up ever since, by adding the new classification numbers published in each issue of the MONTHLY CATALOG.

Our second authority file is a subject authority file for our documents title/subject catalog. It is only a partial file, in that we use READERS' GUIDE, PAIS, EDUCATION INDEX, etc., as our main subject authority. The card file is used as an auxiliary tool, and includes only:

(1) A duplicate set of all cross reference cards appearing in the title/subject catalog

(2) Cards showing variations from READERS' GUIDE usage or subject headings not found in READERS' GUIDE, etc.

8. CLAIMS FILE

The eighth type of record which may be kept is a claims file for items not received. This may include depository claims, and also routine claims for non-receipt of periodicals and serials received by subscription, free mailing-list, etc.

9. SOURCE OF ORDER FILE

The last type of record generally kept is the "source of order" file - addresses of dealers, etc.

There are undoubtedly other types of records kept, but these were the ones discussed at the Philadelphia workshop.

III. CLASSIFICATION

Next comes classification. Mr. Thomas Shaw, keynote speaker at the Philadelphia workshop, posed an interesting question. "What would have happened," he asked, "if Miss Adelaide Hasse had not lived when she did, and had not set up the Superintendent of Documents classification system when she did?" He postulated that the lack of a ready-made classification system would have caused most libraries to classify and shelve documents with other library materials, and that the number of separate documents collections in libraries would be far smaller than it is today.

Three general types of classification systems are used for documents:

1. Subject, e.g. Dewey, Library of Congress, or the Glidden system.
2. Agency, e.g. the Superintendent of Documents system, or a home-made system such as that used at the Philadelphia Free Library, which became a depository long before the Superintendent of Documents system was published. This workshop was concerned mainly with U.S. documents, but those of us who handle other types are also faced with a problem: If you use the Superintendent of Documents system for your U.S. documents, what do you do with your state and local documents, and international documents? Some libraries use an adaption of the Superintendent of Documents system for their State documents. A few use the Swank system, or a home-made system.
3. The third type of classification system is actually no classificacation at all, but an alphabetical arrangement by issuing agency, usually underlined, written, or stamped on the document.

At Honnold, we use all three systems: our U.S. documents are given Superintendent of Documents classification, and for our California State documents we use an adaptation of this system. Our United Nations and other international agencies documents are classified by subject, using the Library of Congress classification, which is used for the general book collection, with the addition of a red "UN" symbol above the call number to indicate that the book is shelved in the documents stacks. International documents not yet classified, or those not considered of sufficient importance for complete cataloging treatment, are shelved alphabetically by issuing agency and series. Users and shelvers agree that this last category is the most difficult to work with.

As to the Superintendent of Documents classification, you have all heard the traditional pros and cons. Advantages include:

1. Anyone using the MONTHLY CATALOG, PRICE LIST[S] , etc., can go directly to the shelf for the document.
2. As new depository series begin, they can be classified and shelved immediately - no need to wait for a cataloger to decide on a classification.

Disadvantages include:

1. The problem of changes in classification as bureaus and functions shift from one department to another. This can be handled in three ways:
   a. Leave under original classification, with cross-references from later forms. This could become archaic after a time.
   b. Change everything to the new classification. This would mean not only correcting all the cards, but pulling and re-marking all of the documents. This could become pretty tedious and would involve much re-shelving.
   c. The third method, the one we use at Honnold, might be called the "as is" system: leave each document classified under the office which actually issued it, with cross-references to and from earlier and later forms. This has the disadvantage, of course, of splitting up sets, periodicals, etc. Part of the OFFICIAL GAZETTE of the U.S. Patent Office will be in the I's, part in the C's, and so forth.

2. Another disadvantage is the difficulty of establishing classification numbers for the period from 1909 to 1924, between the end of the CHECKLIST and the date when the MONTHLY CATALOG began to include classification numbers. Miss Poole's work[4], which I understand is now available, is helpful in this area.

IV. CATALOGING

I was unable to attend the session on cataloging at Philadelphia, due to a conflict. From other participants, I learned that there is considerable variation in policy. In some libraries cataloging of documents is done in the library's cataloging department, in others it is done by the documents department. The latter is the case at Honnold, with the exception of certain international documents.

Some libraries cataloged under author (i.e. issuing agency) only, relying on the MONTHLY CATALOG and other printed guides and indexes, assisted in some cases by a "quick reference" file, for a subject approach to documents. Other libraries cataloged "most documents" or "selected documents," either fully or partially. At Honnold, we give full subject cataloging to approximately twenty per cent of the total number of documents received. We use READERS' GUIDE, PAIS, EDUCATION INDEX, and other periodical indexes as our subject heading guides.

Some libraries file catalog cards for documents in the public catalog, some in a separate documents card catalog, some in both. At Honnold, we have a separate documents catalog, with very few documents represented in the public catalog, except for those international documents which have been given Library of Congress classification. The latter appear in both the public catalog and the documents catalog.

We hope some day to remedy the lack of representation of U.S. documents in the public card catalog. Meanwhile, this weakness is partially offset, we hope, by the fact that our reference department is very much aware of the existence of the documents collection, uses it, and calls it to the attention of students and faculty.

V. BINDING AND MICROFORMS

There was not much discussion of binding at Philadelphia, other than the general feeling that documents binding should, but usually did not, keep pace with the binding of similar non-documentary material in the library. There was, however, an interesting session on microforms, with representatives from three of the leading producers of microreproductions on hand to present their views. The general concensus of opinion seemed to be that microfiche was the coming form, and that the opaque forms were becoming obsolete due to the difficulty of manufacturing a really good reader.

These were some of the highlights of the Philadelphia workshop.

REFERENCES

1. Jackson, Ellen. A MANUAL FOR THE ADMINISTRATION OF THE FEDERAL DOCUMENTS COLLECTION IN LIBRARIES. Chicago, ALA, 1955.

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PUBLIC LIBRARY USE OF U.S. GOVERNMENT PUBLICATIONS

Alice Titus

I. How they are handled

Long Beach Public Library is a selective depository for Federal and state documents. The staff "catalog" them, that is, they make subject cards for Federal documents and author and subject cards for California state documents.

There is a separate documents catalog, and cards are also filed in the main catalog. There are some disadvantages to this; patrons find these cards in the catalog and ask for some things which are too old or too technical to be really useful. Still the librarians cannot draw the line on where to stop cataloging documents; so they often get them out for people who find they cannot use them after all.

II. What documents are available

The library has a collection in depth, long runs of bulletins, circulars and other publications. Some examples are U.S. Geological Survey BULLETIN and PROFESSIONAL PAPER, from number one to date. The same is true for the FARMER'S BULLETIN.

The library duplicates rather heavily for the pamphlet file. The depository copies do not circulate, but those in the pamphlet file do.

III. Who uses the documents

The various city departments, such as Planning, Bureau of the Budget, and the Harbor Department make heavy use of the statistical material.

Students from the high schools, city college and the state college need Federal documents to complete assignments. As an example, one school assigned each student one mineral to trace in detail. Federal and state documents were invaluable for these.

The general public uses patent and copyright material. Young mothers ask for books on infant and child care. Up-to-date information on the countries of the world is sought, and much of this material is found among the documents.

(In order to help new library assistants and the public to understand the Superintendent of Documents classification, the Long Beach Public Library has duplicated sheets analyzing the meaning of this classification scheme. These Mrs. Titus brought and distributed to all who wished to have them for their own libraries. A sample is included in this report.)

GOVERNMENT PRINTING OFFICE CLASSIFICATION

The parts of a GPO number are called "terms", and each term is a symbol for a kind of publication, not a symbol for its subject. Following is the broad basis of this system; there are some variations and exceptions.

1st term	2nd term	3rd term	4th term
Executive Dept or Independent Agency	Bureau, Office or Division symbol.	Series symbol, which always follows the period.	A colon always follows the third term. The 4th term is always the book number.
Executive Dept. has one letter - C for Commerce Department	Example: LC 1. Librarian 2. Bibliography Div. 3. Copyright Div. 4. Maps	Example: .1 Annual report .2 General .3 Bulletins .4 Circulars .5 other series	Example: :959 year :8/6 periodical :821 report no. :C98 Cutter no.
Independent agency has two letters - LC for Library of Congress	etc.	etc.	

A "Superior" number is the symbol following the slash (/) and indicates editions, month of a periodical, or number of a report within a volume.

Example: C 4.19:254/2
C Commerce Department
C 4 Coast and Geodectic Survey
C 4.19 Special publication
C 4.19:254/2 Number 254, 2nd edition

Example: SI 1. 1:954 Annual report of the Smithsonian Institution for 1954.

Example: L 1. 2:Ag 8/v.1
L Labor Dept.
L 1. Office of the Secretary
L 1.2 General publication
L 1.2:Ag 8/v. 1 Cutter number for Agriculture, the key word in the title Volume 1.

California documents follow the same general plan.
United Nations documents scheme is somewhat different.

REPORT OF ACQUISITION COMMITTEE NO.1 - PUBLIC LIBRARIES

Leader: Elizabeth Schlegel
Recorder: Dorothy Smith

Twenty-three librarians attended the meeting. Both depository and non-depository libraries and large and small libraries were represented.

There was some discussion on how to handle government documents and of what types of documents would be most useful in the smaller public libraries. Questions were asked about where to obtain lists of publications. It was suggested that the U.S. Geological Survey, the Departments of Commerce, State, and Agriculture, the Bureau of the Census, the Children's Bureau, the Bureau of Mines and the Public Health Service were all good sources of information and of free documents.

Libraries should try to build up a file of the agency lists of publications. Many of these lists are cumulative and serve as indexes.

Especially useful for business reference are the lists published by the Small Business Administration, and a pamphlet issued by the U.S. Chamber of Commerce, entitled GUIDE TO SOURCES OF INFORMATION. Scientific and technical reports of U.S. research and development, which are needed by the larger libraries, are available from the Clearing House for Federal, Scientific and Technical Information, which issues free monthly lists of publications. To establish an account for ordering publications, a twenty-five dollar deposit is required.

Librarians from those libraries which have recently become depositories asked how to judge whether an entire series of documents might be useful in their particular situation from the single "sample" sent by the Superintendent of Documents with the "item cards." One solution would be a check on the holdings of a nearby depository library to see what had actually been coming over the years under that item number. It was also observed that if a poor choice had inadvertently been made, the documents librarian should write at once to cancel the item. In this way one could cut down on wasted storage space.

One of the persons from a larger library said that all item slips should be carefully filed and kept even though this is not required by the Superintendent of Documents. At some time in the future the documents under that number might prove desirable, and the item slip could then be sent to the Superintendent of Documents. To re-instate an item number that had previously been dropped, a letter explaining the situation to the Superintendent of Documents with a facsimile of the original item card enclosed would be all that would be necessary.

In the selection of documents and the quest for free materials, librarians should refer to the series of GPO price lists (GP 3.9: - especially useful for the non-depository library; someone aptly called them the BIP of government documents), the bi-weekly selected lists (GP 3.17) and the agencies listed in the U.S. GOVERNMENT ORGANIZATION MANUAL, as well as the MONTHLY CATALOG. The question was raised if it would not be cheaper to buy inexpensive documents than to write letters to the issuing agency requesting that they be sent free of charge. It was agreed that a mimeographed form post card would require very little time to send, and would usually get results at a minimum labor cost. One library used a card with a P.S. asking the agency not to send the item if there is any charge for it, thus eliminating any possibility of being billed for it.[1] You can expect documents requested from agencies or from the Superintendent of Documents to arrive in as short a time as ten days to two weeks, or it may take a long time should the stock be temporarily exhausted, and one may have to send a second request. Agencies publish many documents that are not available from the Government Printing Office. A most useful list of non-GPO documents, compiled by Jennings Wood was published in 1964.[2] Congressmen are one excellent source for legislative materials.

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[1] That librarian warned against mentioning any price in a card or letter when seeking free materials. Identifying the item by Superintendent of Documents number may be a help.

The question was raised about how to handle documents which a library wants to integrate into its collection. If a search reveals no Library of Congress card, the library will have to do original cataloging. Some small libraries will not want a separate document collection, and will want to p place some in reference, some in the circulating collection, and some in the pamphlet file. There are as many ways to handle documents as there are libraries. We must handle them in whatever way is most advantageous in our _own_ situation. If there are special collections in nearby libraries, such as the Atomic Energy Collection at UCLA, go there and look at the holdings. This may help you to avoid duplication and give you an opportunity to see what is there that would be suitable for you to order.

There was unanimous approval of setting up a plan for document librarians to meet frequently and pool their knowledge of what documents are proving to be of value and how they can most reasonably be obtained. Meetings such as those held by the audio-visual group would be especially valuable for the smaller libraries, and would help to avoid duplication. It was agreed that PLEASC should be approached about initiating such a project.

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[2] UNITED STATES GOVERNMENT PUBLICATIONS: A PARTIAL LIST OF NON-GPO IMPRINTS, prepared under the direction of the Interdivisional Committee on Public Documents of the American Library Association, by Jennings Wood. Chicago, American Library Association, 1964.

REPORT OF ACQUISITION COMMITTEE NO. 2 - COLLEGE-UNIVERSITY-SPECIAL LIBRARIES

Leader: Anthony Greco
Recorder: Sharon McClure

Discussion began with sources for out-of-print documents. Those present rapidly arrived at a consensus that most of these documents must be sought through the same channels as out-of-print books and periodicals, i.e., through OP dealers. They further agreed that it could be useful to compile a list of dealers, especially if it could include not only the dealers whom the libraries have found successful in supplying documents but could contain also an evaluation of the service they provide for certain types of documents.

In addition to OP dealers, the committee discussed other possibilities for obtaining older government publications which have yielded results. These included writing to the issuing agency, membership in the U.S. Book Exchange, and subscription to the Documents Expediting Project. The last is sometimes useful for getting on mailing lists of hard-to-get, current items, as well as OP material. Minimum yearly fee, according to those present, is $175 a year.

The California State Library, as a regional depository for U.S. Government publications, also acts as a clearing house for older publications which libraries wish to discard. Revised procedures for this were sent out a few months ago. In connection with this, Miss Constance Lee, of the California State Library, stated that the library would be glad to receive lists of general categories of materials which a library is seeking. She emphasized that staff time would not permit searching or checking for individual titles, but that a listing of wants in broad terms, such as subject or agency, could be kept on file for use in referral when the State Library receives notices that other libraries have material for discard.

In addition, some committee members noted that reprints of U.S. Government publications often are announced together with the other offerings of the large reprint houses such as Kraus and Johnson. Although none present knew of any official or organized method for requesting or scheduling reprints, all felt that it was probably worthwhile to make our needs and wants known whenever possible.

The use of microforms was also discussed. A few libraries represented subscribed partially or completely to the Readex Microprint Corporation editions of U.S. Government publications available on microcard. Some felt that, despite their price, they represent a saving to the library and are an adequate form of retention for most of their documents. Others felt that microform alone was not sufficient for their needs but would be useful as a supplement to their hard-copy collection. Most agreed that one limitation to the use of the microcards was the lack of a good reader-printer. Miss Lee announced that the State Library has the Readex Microprint edition of all non-depository items listed in the MONTHLY CATALOG from 1953 through 1965 and that they are available on interlibrary loan.

Selection, as well as acquisition, was an object of interest to most members of the committee--especially selection of depository items. One aspect of the discussion dealt with the problem of selecting an individual class or title which might be grouped with several others under one item number. Since selection is made by item number only, in most cases, a library may be faced with the necessity of processing several titles it doesn't want in order to obtain the one it needs--or dropping the depository item number entirely and subscribing to the specific title it wants. Although the problem is not an unmanageable one at present, the committee felt it might be worthwhile to encourage the Government Printing Office to assign a specific item number to each series title, whenever possible, rather than group series under one item number.

Another aspect of selection upon which almost all present agreed was the need for a selection guide--or basic list--of U.S. Government publications which should be in every library, together with descriptions (or warnings) of certain types of material which require special handling or a great deal of time for processing. Such a selection guide might be even more useful if it consisted of several lists geared to the needs of various sizes and types of libraries. Most agreed that a start might best be made with a list of serial publications or a basic list for small libraries. The meeting concluded with the hope that a start on a list of this kind can soon be made.

REPORT OF PROCESSING COMMITTEE NO. 1 - PUBLIC LIBRARIES

Leader: Jennie Robinson
Recorder: Thelma Jenkins

The following classification systems were discussed:

1. GPO
2. Subject classification
    a. Dewey
    b. Library of Congress
3. Subject headings from Sears, READERS' GUIDE, etc.
4. Issuing agency

Mrs. Robinson gave a brief description of the processing done in the Orange County Library. This library has been a selective depository for two years and now receives approximately 500 items per month. It maintains a separate documents collection, and finds that the most use of the material is through the subject approach. The Sears list is currently used for subject headings. At present the library is re-evaluating procedures as it contemplates automation.

The Los Angeles Public Library was the only large, long-established depository documents collection represented. Its documents are arranged departmentally in compliance with LAPL book policy. Some of the documents are not cataloged; hence no records are readily available to the public. These documents are arranged by issuing agency and stored on the shelves in envelopes. Some of these are given a subject heading, and a small catalog is maintained for staff use. One of the greatest needs at the present time is an index to these thousands of documents maintained by LAPL. The first copy of each document is a reference copy. Many duplicate copies are ordered for circulation.

The Inglewood Public Library is a depository which started integrating government publications into the general collection. Major items have been cataloged, and the slight, ephemeral ones put into the pamphlet files. They presently are considering a change to a separate collection, using only the

Government Printing Office class number. The library is changing over to the Library of Congress classification system for the general collection.

The Commerce Public Library and the Altadena Public Library are non-depository. They order their documents, assign subjects headings and put materials into the vertical file with other pamphlets.

Several of the libraries that recently have become depositories have distributed collections. The bulk of their documents have been assigned the GPO number, and the bound volumes or standard reference books have been cataloged and absorbed into their book collection.

The group concluded that arrangement by GPO number seems to be the most practical. Consequently, documents would form a separate collection. Depending upon library policy, the more popular works would be cataloged and become a part of the general book collection or duplicate copies could be purchased for this purpose. Also the circulation policy of the document collection depends upon how many copies of a particular publication are ordered.

The documents of the smaller non-depository collections are usually processed as pamphlets and filed with other non-governmental pamphlets.

The libraries maintaining a separate documents collection assign a subject heading to their documents and maintain a subject catalog. Library of Congress, Sears, READERS' GUIDE, etc., are standard sources suggested. This file is in addition to the MONTHLY CATALOG. Some libraries maintain shelflists and author entries as well. Usually when there is a series change, cross references are made rather than moving the series into one location.

There was some discussion on the handling of government-sponsored technical reports. To the libraries represented at this meeting, these usually have not proved to be a special problem.

The most common practice for the handling of publications issued in Congressional series was to file them by document or report number by Congressional session until the bound volumes arrive.

Documents are stored in various ways. Vertical shelving, pamphlet boxes, vertical files, and envelopes are several methods used. Other documents are processed and stored with periodical collections.

The discard policy of the depository collections is controlled by the government.

For those libraries who buy documents, the document discard policy is similar to the pamphlet discard policy. Most libraries evaluate the material on an individual subject basis. A decision is made for each document.

Many variations exist in record keeping depending upon the type of library and service rendered. Most often mentioned was the simple checklist by issuing agency which serves as the author entry. The more ambitious programs called for subject cards. It was noted that those keeping subject records reported higher statistics of use. Several also make title cards. The shelflist appeared to be the one necessary record for depository libraries.

The following are the most popular books available to help libraries decide upon a policy for government documents:

Jackson, Ellen, A MANUAL FOR THE ADMINISTRATION OF FEDERAL DOCUMENT COLLECTIONS IN LIBRARIES. American Library Association, 1955.

Schmeckebier, Laurence, GOVERNMENT PUBLICATIONS AND THEIR USE. Brookings Institution, 1961.

A few libraries that have attempted to use the Library of Congress card service have found it has proved unsatisfactory because it doesn't process enough documents. The Documents Index Service, a small company that attempted to provide libraries with catalog cards, went out of business in the early sixties. The group felt this was unfortunate. Now that Congress has passed legislation to increase the number of depository libraries, this committee is hopeful that there will be enough demand for such a service that a new business venture will be tried. It would be a wonderful achievement if some agency could furnish catalog cards for government publications for sale as soon as the publication is issued.

All the group realized that teaching new personnel the library's documents collections was an important part of a librarian's job. A rotation of duties among professionals is one of the most important and meaningful methods of accomplishing this objective. There seems to be nothing like practical experience in working with the documents to learn about them.

REPORT OF PROCESSING COMMITTEE NO. 2 - COLLEGE-UNIVERSITY-SPECIAL LIBRARIES

Leader: Sydney Sims
Recorder: Vincent Caccase

Discussion was elicited from committee members by polling them on practices in certain types of processing. Although the survey makes no pretense of being representative of any group of libraries, the differences presented a bssis for comment by the group.

Seventeen persons attended the committee meeting. Thirteen libraries were represented, eight of which were depository libraries. The practices reported on are:

1. Integration of collection. Two libraries integrated as many of the documents into the main collection as possible; four libraries were attempting separate documents collections; others were working with partially integrated collections. Two libraries are changing from an integrated to a separate documents collection, the chief reason being that the separate collection allows for superior capability in giving reference service.

   One librarian favoring the integrated collection argued that the separate collection discourages active use of valuable material. Her library employs the vertical file as a means of bringing documents to the attention of junior college students.
2. Holdings records. Eight libraries have public access to their holdings records of their documents; others maintained closed files.
3. Checking records. Four libraries use Kardex; six use 3" x 5" checking cards; and one uses the MONTHLY CATALOG for current checking purposes.

4. *Record arrangement.* For those libraries which do maintain separate documents files, three arrange holdings records by Superintendent of Documents numbers, while five use an alphabetical arrangement by entry.
5. *Entries used on records.* Five libraries use Library of Congress entries while four use an inverted form of Library of Congress. The use of the Library of Congress entries, of course, allows for the possibility of direct interfiling of documents cards into the library's main card catalog.
6. *Microprint.* Two libraries are subscribing to the Microprint editions of documents; both are taking the depository documents, and one is also taking the non-depository documents. Aside from difficulties with Microprint reader equipment, the effectiveness of the format seems to be evaluated with opposite opinions. The one subscribing to both found favorable acceptance of the format, because the patrons were glad to find the material at all.
7. Shelving arrangement. Two libraries use an alphabetical arrangement by issuing agency on the documents shelves; one of these would have preferred arrangement by Superintendent of Documents numbers. All other librarians maintaining some kind of separate documents collection are shelving material by Superintendent of Documents numbers.

REPORT OF USE COMMITTEE NO. 1 - PUBLIC LIBRARIES

Leader: John Perkins
Recorder: Maxine Groher

DOCUMENTS COLLECTIONS

Of the libraries represented the majority (13) had integrated collections. Only four had separate documents collections. Libraries having separate documents collections were those with the greatest number of documents. Most used the MONTHLY CATALOG OF U.S. GOVERNMENT PUBLICATIONS as an index; few had cards in the public catalogs. It was noted that in the selection of documents, only those materials were added that were determined to be useful and needed. It was also noted that it was cheaper and easier to purchase selected individual documents in some cases rather than subscribe to a series which would contain much material that would not be needed. It was apparent that the majority favored subject cards for documents in public catalogs to encourage public use.

KINDS OF PERSONS WHO USE DOCUMENTS

The group discussed the various kinds of persons who use documents. The following were considered especially important:

1. Students
2. Persons seeking information on specific subjects
3. Those desiring information about political campaigns
4. Those expressing interest in mines and mining
5. Career information seekers
6. Patent seekers
7. City departments--especially Planning
8. Real estate information hunters, especially for Bureau of the Census statistics
9. Persons wanting information on industry

OUT-OF-PRINT DOCUMENTS

It was evident that librarians in this group generally did not attempt to add to or replace out-of-print documents but, in most cases, relied upon the State Library.

QUALIFIED PERSONNEL

The group unanimously agreed that to offer the best documents service to the public, personnel trained in the acquisition, processing, and interpretation of documents is a must and certainly a valuable asset to any library. With government publications, it was felt, the most important aid to the public is a librarian who knows documents.

PAMPHLET FILE

It was noted that most ephemeral documents were put into the pamphlet file under subject headings. It was interesting to note that the following headings were used in different libraries: Library of Congress, READERS' GUIDE, Sears, and Ball.

MICROFORMS

Microforms were not used by any of the libraries represented. It was noted that Readex Microprint cards are available from the State Library for loan to those libraries that have readers. Materials available are non-depository items listed in the MONTHLY CATALOG and the serial set, volume 1-1867.

LIBRARY OF CONGRESS CARDS

There was an awareness of the fact that there were not sufficient Library of Congress cards for documents. No information was available as to the purchase of government documents which would include Library of Congress cards. It was suggested that professional library services may have some documents with cards. It was also suggested that this might be an excellent business enterprise, that is, providing documents with LC cards.

OPEN VS CLOSED SHELVES

The consensus was that smaller libraries preferred open shelf documents collections, while the larger libraries preferred closed shelves. There was considerable discussion concerning the value of a closed shelf collection, especially in libraries of large and complex holdings and the difficulty of control when readers removed materials.

PUBLICITY

In order to make the public aware of the valuable information available in government documents, the following methods of publicizing them were suggested:

1. Bulletin boards
2. Programs concerning parents and children
3. Newspaper releases
4. City newsletters
5. Chamber of Commerce bulletins
6. Lists of titles showing the latest acquisitions of documents as well as lists on popular subjects

NEED FOR AN ORIENTATION LEAFLET

Everyone agreed that there was a definite need in the library for a "how to use documents" folder.

REPORT OF USE COMMITTEE NO. 2 - COLLEGE-UNIVERSITY-SPECIAL LIBRARIES

Leader: Evelyn Huston
Recorder: Barbara Davis

After the opening remarks by the committee leader, some time was spent discussing the use of the MONTHLY CATALOG. All were agreed that it is difficult but not impossible to use and that it would be of more help to libraries if the quality of the indexing were improved. The Readex Microprint series was mentioned, and it was agreed that it can be used very well with the MONTHLY CATALOG.

Tools and various lists, subject bibliographies, indexes, etc., should be shelved in the same section with the MONTHLY CATALOG. It is helpful if such tools as PAIS and the EDUCATION INDEX can be shelved in the same general area.

QUESTION: How do you handle documents at the University of California?

ANSWER: We integrate bound volumes into the general collection, and arrange the others alphabetically by issuing agency. We circulate all documents except the serial set and reference tools. One card (main entry) is sent to the documents department for each document cataloged.

QUESTION: Do you have any problem with Federal documents since they have been dropped by the AGRICULTURE INDEX?

ANSWER: They are picked up in the BIBLIOGRAPHY OF AGRICULTURE.

QUESTION: Do you have Library of Congress cards for Department of Agriculture publications? Are they helpful?

ANSWER: Yes to both questions.

QUESTION: Do you find that students have trouble using the CONGRESSIONAL RECORD?

ANSWER: Not after it has been explained to them.

QUESTION: Is there any copyright on documents?

ANSWER: Generally not.

QUESTION: Is there anything such as a full depository?

ANSWER: The State Library is a regional depository. It gets all depository items.

Comment: Don't overlook local field offices for statistics. You can call the district office of the Department of Commerce in Los Angeles and get information you need from its clearing house. You can also get Department of Labor statistics from its office in San Francisco. The U.S. Bureau of Mines office in Garden Grove has a great deal of information on geology, including Federal and state documents. You can use the material there, and some of it is also for sale.

Comment: The library at California State College, Fullerton, has a number of reels of microfilm of diplomatic correspondence from the National Archives.

QUESTION: Does anybody have any home-made indexes?

ANSWER: No.

Comment: The Department of Commerce has selected lists of bibliographies you can acquire which are quite helpful.

QUESTION: How many people keep a list of difficult questions and the source of the answers?

ANSWER: Not many.

Comment: UCLA has a list of catch titles. U.S. Code has a popular name index. SHEPARD'S CITATIONS has a list of laws by popular name which is free to libraries.

QUESTION: What kinds of statistics do you keep on use?

ANSWER: Various kinds depending on the library.

QUESTION: How do you publicize documents?

ANSWER: Honnold has a peg-board with little buckets for extra copies of flyers to pass out. State Library does displays for American History Month, National Library Week, etc.

QUESTION: Do you find that government publications are being used more?

ANSWER: Yes, as far as we know.

QUESTION: Reference librarians have trouble finding documents when they are not cataloged. What can be done?

ANSWER: Rotate librarians between reference and documents. Send materials to reference to be looked over before they are shelved.

QUESTION: How do you track down a document when some are classified, some are in documents, and some in the pamphlet file?

ANSWER: There should be a complete central list.

QUESTION: Are agency depositories such as the AEC, etc., open to the public?

ANSWER: Yes. UCLA has the AEC reports and the Rand Corporation reports.

SUMMARY

It is very difficult to summarize adequately all that has been said today--so much detailed and useful information has been presented, and many interesting and challenging questions have been asked. In addition, several projects for the future have been suggested.

In acquisitions we considered the various sources: Superintendent of Documents, individual agencies, members of Congress, Bernan Associates, Documents Expediter, U.S. Book Exchange, o.p. dealers, reprint firms, and micro-copies. Selection of materials is important. Guidelines--lists of the most important and useful publications--should be developed, and cooperative acquisition to eliminate duplication of lesser used materials should be explored.

In processing, the first question to be decided by each library is whether its holdings of documents are to be integrated, a separate collection, or partially integrated. This must be determined by each library according to its needs and resources. If documents are integrated, they are treated as other library materials are, rather than receiving special handling as they generally do in separate or partially separate collections. In large public libraries or college and university libraries government publications may be in subject departments.

Documents may be classified by Dewey, Library of Congress, Superintendent of Documents, or home-made schemes; arranged alphabetically by agency name; or by subject in the vertical file or pamphlet boxes.

Records may include a shelflist, classified or alphabetical; separate checking file for serials, by title or issuing agency; dictionary catalog or subject file; acquisition record--depository item cards, purchase and gift records; binding records; statistical records.

Records may be prepared by the catalog department, the documents department, or another unit of the library such as the general reference staff or a subject department. More often only selected titles receive full cataloging. Sometimes the cards are filed into the general public catalog; sometimes they are kept in the documents department. The general public catalog may have only subject cards for documents or subject referral cards to the documents department. The value of author entries in the public catalog has been questioned because of the complexities of corporate entries. Author entry may follow Library of Congress or be an inverted, key word entry. Subject headings used may be PAIS, LC, Sears, or Ball's vertical file subject headings. There is a need for centralized cataloging of documents.

Interpreting publications to the user is most important. The librarian should know something about the organization of the Federal government and the functions of the individual agencies and should be aware of the vast variety and wide range of subjects covered in government publications. She should be familiar with the indexes and lists of publications and other reference tools. To keep the staff informed, new documents should be routed or perhaps reviewed at meetings. Documents should be included in the orientation of new librarians. Publications should be easily accessible to the public, on open shelves if possible, though there is greater danger of misfiling and loss on open shelves. If copying facilities are available, they may help to avoid mutilation of documents.

Popular publications may be duplicated for the pamphlet file and for branches, or even to give away. A folder for the public on how to use documents would be helpful.

Documents may be circulated as other library materials are. They should be used in displays, and Superintendent of Documents flyers advertising new publications may be obtained in quantity to give away at the service desk.

The State Library is an additional resource for libraries throughout the state, providing reference, interlibrary loan, and consultant services; conducting workshops; and issuing publications.

In conclusion, I'd like to repeat the words of our keynote speaker, Mrs. Dalton: "Government publications are a source of strength if you know how to acquire, process and use them effectively."